

Job Description

Job Title: Video Production Technician

Position Code: 6N01, FN01

Job Classification: Non-Exempt

Supervisor: Production Specialist/Station Manager

Pay Grade: 27

Contract Length: 245 Days

Job Summary

Position is responsible for performing technical and skilled work in the producing, researching, writing, performing, directing, shooting, and editing of weekly features and other special media programs for the school division's cable television station. Position carries out pre/post production duties and technical work involving the recording and television broadcasting of various subjects and subject material. Position utilizes television/video recording cameras, television broadcasting, lighting, audio, and editing equipment on set or in the field.

Essential Duties

1. Assists with writing and producing locally-produced television programs.
2. Directs "live" production events at on-site locations.
3. Schedules and interviews groups or individuals in the production of features.
4. Conducts on-camera interviews and narration.
5. Videotapes weekly features, special programs, awards presentations, and current events within the school division, as directed by the Station Manager.
6. Observes sets and locations to determine taping, audio, graphics, and lighting requirements and sets up necessary equipment.
7. Operates studio, portable, and shoulder-mounted television cameras, video recorders, and other related production equipment in a studio or on location.
8. Resolves problems presented by subject and camera movement, changes in subject distance during filming, weather, and related variables.
9. Carries out post-production duties such as non-linear editing, dubbing, creating graphics, and preparing final production versions utilizing various types of editing equipment.
10. Maintains records of assignments and activities.
11. Performs minor maintenance and routine repairs on equipment.
12. Reports defective equipment or low levels of supplies to the Station Manager.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Production Specialist/Station Manager or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a high school diploma (or GED) with considerable closely related training or experience in writing, researching, producing, performing, lighting, editing, production, and television/video camera operation; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a working knowledge of studio/remote video production, script writing, editing, lighting, and television/video camera recording techniques and processes. Must possess working skills and abilities in the operation of a variety of editing, lighting, television/video camera recording devices, and related production

equipment. Must be proficient in linear and non-linear editing skills. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain effective working relationships with employees, management, and the public. Must possess the ability to meet deadlines and attendance standards and work odd hours as necessary. Must possess a valid driver's license with a good driving record.

Working Conditions and Physical Requirements

While performing the duties of this job, the employee is regularly required to climb ladders 12' to 15' while carrying and/or lifting cameras and other equipment weighing up to 50 lbs. The employee is regularly required to lift and move equipment into position; and kneel, stoop, crouch, and bend while balancing video equipment and cameras on the shoulder. Visual abilities required by this job for operating television/video recording cameras and equipment. While performing assignments at on-site locations, the employee is occasionally exposed to various types of weather conditions and environments.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision Exercised: None

Supervision Received: Production Specialist/Station Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. The Video Production Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Production Specialist/Station Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 01/19 CR