

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Video Production Specialist

DEFINITION

Under general direction, plans and facilitates studio and field-based video production, converts format of completed edited products, and performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate department administrator

SUPERVISION OVER

None; however, may provide technical direction to other staff and/or temporary assistants assigned to the department.

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Studio Production

Works in collaboration with other clients and production staff to produce a variety of video products for broadcasting, DVD distribution, webcasting, and video streaming; plans and directs assigned studio productions; oversees operation of small multi-camera studio; operates video switching, character generation and digital video effects equipment, edit controllers, cameras, hard disk video recorders, video distribution switchers, and audio mixers; adjusts studio lighting equipment including fixed and portable tungsten lights; adjusts audio equipment including assorted lavalier, cardioid and shotgun microphones; works with clients to prepare "B-roll" footage for inclusion in live productions; provides limited troubleshooting of video, audio and lighting equipment; performs routine equipment maintenance; makes recommendations to department for software and equipment purchases.

Field Production

In cooperation with other staff, coordinates pre-production and production planning activities; conducts field-based video production which involves interacting with clients and operating all portable video and audio equipment; transports and sets up lighting and audio equipment as required; provides limited troubleshooting and maintenance of field production equipment.

Post-Production

Plans and performs video post-production tasks which includes reviewing footage, making editorial decisions, tape logging, rough cuts, audio adjustment, color correction, and final editing using Final Cut Pro software; utilizes computer graphics and special effects for video post-production in accordance with the overall production concepts; compresses video projects for output; makes video products available in a variety of formats; coordinates internal and external duplication services as required.

MINIMUM QUALIFICATIONS

Education and Training

Any combination of education and training which demonstrates the ability to perform the duties and responsibilities as described. A typical qualifying background would include advanced college level coursework in video production and/or completion of a certificate program in television production from an accredited technical institute.

Experience

Progressively responsible experience in a professional video editing/producing environment demonstrating competence in all areas of video production.

Knowledge of:

Professional video production procedures, practices, techniques, and terminology; principles of analog and digital video capture; professional television production equipment operation including video cameras and recorders, audio recording equipment, file compression, video switching, character generation, graphics manipulation, lighting, and post-production equipment; Final Cut Studio and Adobe Creative Suite video editing software; proper handling and troubleshooting of broadcast quality video production and post-production equipment.

Skill and Ability to:

Operate and maintain a variety of analog and digital video cameras and video editing equipment; creatively plan and translate abstract concepts into effective visual form; work with other technical and non-technical staff to organize and implement videotaping of instructional or other educational related projects; work with clients and talent to be comfortable in front of the camera; adapt video products to fit needs of clients and target audience; optimize workflow techniques to manage complex video projects effectively and efficiently; troubleshoot video product complications; communicate effectively with individuals and groups; write clearly, concisely and effectively; meet deadlines and manage multiple priorities; research and remain current on the developments and applications of state of the art video production technology.

Other Characteristics:

Possession of a valid California driver's license and/or able to provide own transportation in conduct of work assignments; willingness to travel in California.

Revisions approved by Personnel Commission 7/13/10

Approved by Personnel Commission: 8/14/07