

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 or unit administrator as assigned.

SUPERVISION OVER

None; however, the Video Production Specialist may direct the work of other staff and/or student assistants assigned to the department.

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

Studio Production

Works in collaboration with other production staff to produce a variety of video products for broadcasting, DVD distribution, webcasting, and video streaming; 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; 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.

Field Production

In cooperation with other staff, coordinates pre-production and production planning activities; conducts field-based video production which involves operating all portable video and audio equipment; 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 tape logging, rough cuts 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; 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 completion of a certificate program in television production from an accredited vocational or technical institute or equivalent college level course work.

Experience

Progressively responsible experience in a video editing/producing environment.

Knowledge of:

Professional video production procedures, practices, techniques, and terminology; professional television production equipment operation including video cameras and recorders, audio recording equipment, video switching, character generation, graphics manipulation, lighting, and post-production equipment; Final Cut Pro video editing software; proper handling and troubleshooting of broadcast quality video production and post-production equipment.

Skill and Ability to:

Operate a variety of digital video cameras and video editing equipment; creatively 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; manage complex video projects effectively and efficiently; communicate effectively with individuals and groups; write clearly, concisely and effectively; meet deadlines and manage multiple priorities; 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.

Approved by Personnel Commission: 8/14/07