



Fremont Unified School District  
Classified Management Job Description  
**Supervisor, Video Production**

**Definition**

The Supervisor, Video Production reports directly to the Chief Technology Officer to plan, organize, and coordinate video and television program production, post-production and playback; to act as liaison for the education cable television channel programming between the cable TV company, the district, and the City of Fremont; and to perform other job-related duties as required.

**Essential Duties and Responsibilities**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on the assignment, duties may include but are not limited to the following:

- Participates in, and provides direction for, educational program production, post production and playback.
- Operates and directs operation of audio and video equipment.
- Provides or assists with narration for video productions.
- Records, duplicates and edits physical media (DVD's, CD's, etc.)
- Transfers and backs up digital media files.
- Consults with various schools, departments and outside agencies on the production and use of audio and video programs and equipment.
- Provides training and guidance in the area of basic television, techniques, dramatic arts and journalist skills.
- Ensures proper operation of equipment and makes minor repairs and modifications.
- Manages the feeding of programs over cable television system's government/educational channel.
- Stays abreast of developments relating to audiovisual equipment, and provides recommendations regarding makes, models, services or software.
- Maintains logs, records and files on audiovisual equipment and video library.
- Sets up, checks and oversees running of video tape equipment for various meetings. Prepares and presents a variety of oral and written reports.
- Acts as liaison between the District, City of Fremont, and the cable television company. Directs and coordinates the work of production staff.

**Qualifications**

Successful experience in:

- Excellent interpersonal skills and comfort providing technical support and customer service to non-technical end-users.
- Excellent oral and written communication skills.
- Flexibility to independently work with others in a variety of circumstances. Ability to convey technical information to non-technical audiences.
- Working as part of a team, responsible, dependable, thrive in a fast paced, multi-priority environment.
- Methods and techniques of audio and video production; care and use of cameras, lighting and sound equipment.
- Terminology and set-up procedures related to audio and video production.
- Safety procedures and practices relating to the operation of audio and video equipment
- Procedures and practices of audio and video tape program development.
- State-of-the-art audio and video equipment.

Ability to:

- Set up and operate audiovisual production equipment; develop audio and video programs and productions; troubleshoot and make minor repairs to equipment; give and follow both oral and written instructions; maintain accurate records.
- Assign work and provide leadership to assistants, students and staff using equipment and/or facilities; coordinate schedules and assignments.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.
- Ability to review and interpret complex technical information and analyze situations to define issues and draw conclusions.
- Ability to perform multiple, technical, highly complex tasks with need to regularly upgrade skills to meet dynamic job conditions.
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**Education:** Equivalent to the completion of a four year course of study leading to a bachelor's degree in film, television, broadcasting or a related field. Additional video production experience as described below may be substituted for the education on a year for year basis to a maximum of two years.

**Experience:** Two years of increasingly responsible experience involving all phases of audio and video production.

**Physical Demands and Work Settings**

The usual and customary methods of performing the job's functions require the following physical Demands; some lifting 20-30 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

**Required Testing** Pre-Employment Proficiency Test may be required

**Clearances** Criminal Background Clearance

<b><u>FLSA Status</u></b>	<b><u>Approval Date</u></b>	<b><u>Salary Range</u></b>
Exempt	N: 10/86 R:5/99, 5/15	Range 9

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website:  
<http://www.fremont.k12.ca.us/domain/19>.