



Fremont Unified School District Classified Job Description Video Production Technician

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 within the job.

Summary

The Video Production Technician reports directly to the Supervisor, Video Production. Provides video and television program production, post-production and playback service; operates and assists others in the operation of a wide variety of standard audio-video equipment, and performs related work as assigned. Installs, performs maintenance and/or replaces ceiling-mounted projectors and/or audio/visual and multimedia equipment.

Class Characteristics

The single-position class of Video Production Technician is experienced in the areas of video production and maintenance of audio/visual and multimedia equipment. This position assists the Supervisor, Video Production in developing and producing video productions and programs for the District. Responsibilities include planning, shooting, scripting, and editing of such programs. The incumbent performs a variety of video engineering tasks that are broad in nature and include the design and implementation of integrated video systems, including support facilities and/or equipment.

Essential Functions

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.

- Consults with district office administrators, faculty, students or other users to determine program requirements, appropriate media and maximum utilization of video service.
- Designs and produces video programs; including developing storyboards, writing scripts, producing graphic illustrations, constructing scenery and lighting, and editing programs and video footage.
- Installs, performs maintenance and/or replaces ceiling-mounted projectors and/or audio/visual and multimedia equipment. Runs audio and video cables throughout district.
- Operates cameras, projectors, sound systems and video equipment while recording school board meetings shown on the District's TV channel and online resources.
- Writes or assists with scriptwriting for projects; provides or assists with narration for video productions; edits or assists others in editing video and studio tapes.
- Maintains logs, records and files of audio-visual equipment checked out to district students and staff, and video library contents and usage.
- Maintains a record of work performed in a work order database.
- Assists with the distance learning program production including taping, editing and transferring of materials from films or slides.
- Monitors developments relating to audio-visual equipment; makes minor repairs; duplicates tapes; maintains inventory and usage records of equipment.
- Operates computerized automatic playback systems for scheduled programs such as those shown on the District's TV Channel and online resources.
- Maintains the bulletin board shown on the District's TV Channel and online resources during non-program hours.
- Assist or collaborates with other municipal agencies in the production of media, footage, or other materials.
- Travel to school sites using personal vehicle to troubleshoot and or replace/repair equipment as necessary.
- Climbs ladders ranging in height from 6 to 12 feet.
- Other related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of audio and video, recording and editing and lighting equipment care, operation, adjustment and minor maintenance.
- Standard video and audio production techniques.
- Basic practices of set design and construction.
- Safety practices and procedures used in operation of audio and video equipment.
- Standard office practices, including filing and operation of standard office equipment.
- Computer applications related to the work, including word processing, desktop publishing and spreadsheet applications.
- Basic knowledge of installing and troubleshooting network connected audio/visual and/or multimedia equipment.

Skill in:

- Setting-up and operating video, audio-visual, multimedia and lighting equipment.
- Assisting with program development, including developing storyboards, writing scripts, producing graphic illustrations, constructing scenery and lighting and editing programs.
- Preparing effective written materials, including scripts and directions.
- Troubleshooting and making minor repairs to audio-visual, multimedia, video, and lighting equipment technology.
- Working independently using sound judgment within procedural guidelines.
- Understanding, following, and giving directions using effective communication skills
- Directing others on a project basis and assisting others in the use and operation of equipment.
- Effectively communicating in person, over the telephone, in writing, and email.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.
- Working with basic hand tools.

Education:

- Equivalent to the completion of high school supplemented with related post-secondary coursework in audio, video, and other media production techniques.

Experience:

- Two years of related experience in video and production and equipment or a closely related field.

Other Requirements:

- Must possess a valid California Class C driver's license and a satisfactory driving record.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a video and audio production setting as well as a standard office setting and to use standard office equipment, including a computer; strength to set up and move video, audio and lighting equipment weighing up to 30 pounds; stamina to stand for extended periods of time; vision to read printed materials, video and computer screens and meters and gauges; and hearing and speech to communicate in person and over the telephone and through emails. Ability to climb and work at heights from 6 feet to 12 feet high on a ladder or other raised platform.

Non-Discrimination in Employment

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.

Salary Range: 35

N: 01/90

R: 3/99

R: 02/03

R: 03/16