

## **VIDEO PRODUCTION SPECIALIST**

### **JOB SUMMARY**

Under general supervision, to perform a variety of video and audio production activities, including taping, producing, and directing video programs for cablecast on the City's Municipal Access Channel and for City training purposes; monitor cable television performance; and perform related duties as required.

### **CLASS CHARACTERISTICS**

This position works under the direction of the Video Production Coordinator. The incumbent writes, tapes and edits video programs in a variety of lengths and formats for cablecast on the Costa Mesa Municipal Access Channel and for use in training City employees and representatives. The position coordinates programming with subject area specialist while utilizing appropriate audiovisual techniques. The employee may supervise part-time Video Production Aides on some projects. Work is performed with minimal guidance within established policies, procedures and technical guidelines, and is reviewed upon completion and results obtained.

### **ESSENTIAL FUNCTIONS**

**These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.**

Produce videotape productions including format design, writing of scripts, editing, preparation of storyboards, lighting, sound dubbing, establishing audio levels, designing sets, camera operation and creation of special effects.

Maintain and adjust a variety of production equipment, including video cameras, tape machines, microphones, television monitors, character generators, modulators and other accessories.

Assist with the development of goals and objectives for public programming.

May assist with training and overseeing the work of part-time support staff.

May prepare production schedules and request equipment and supplies.

May assist in the development and production of promotional materials and mailings.

Perform related work as required.

### **QUALIFICATIONS GUIDELINES**

**A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:**

#### **Education, Training and/or Experience**

High school graduation and equivalent to an Associate's Degree with major or specialized coursework in broadcasting, video communications, radio/television or a related field. Two years of experience designing videotape programs and working with a variety of television production equipment in a television station or cable television production studio. Additional relevant experience may substitute for the education on a year-for-year basis.

**License and/or Certificate**

Possession of a valid Class C or Class 3 California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment.

**Requisite Knowledge and Skill Levels**

Principles, practices, methods, techniques and equipment used in the design, creation and production of videotape and cable television programs, including creative formats for presentation purposes.

Cable television operations and the operation of portable and studio video equipment.

Operation and maintenance of audiovisual and production equipment including sound and lighting systems.

Knowledge of advanced video graphics programs for compositing and editing techniques such as Avid, Final Cut Pro, Boris Red, After Effects, Photoshop and Illustrator; in addition to video bulletin board programs.

Effective scheduling of equipment, facilities and staff.

**Requisite Abilities**

Conceptualize, plan, develop, organize, produce and present video productions.

Independently operate all aspects of video and cable television production equipment.

Set up, operate and maintain video equipment.

Communicate effectively with staff, community groups, City officials and employees.

Work extensive or unusual hours, including evenings and weekends as needed.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Ability to lift, carry, push, pull, load and unload video camera and accessory equipment; walk from one location to another while videotaping; focus a camera and adjust video colors; monitor and adjust audio levels on production equipment; sit for extended periods of time while editing; bend, stoop, kneel, reach to access and operate production equipment. Exposure to sun.

**Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.**