Specialist, Video Production

FLSA Status: Exempt
Pay Grade: 14
Job Title ID: 18205
Job Series/Job Family: Instructional Technology Series / Instructional Development Services Family

Reports To

Video Production Supervisor

Job Purpose

To produce, direct, edit, and coordinate the development and production of video programs to support the instructional and marketing needs of ACC.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Plans, develops, and manages video and multi-media projects; tracks and accounts for project expenditures, and submits reports as required.
2. Consults with clients to identify and clarify communications concepts, scope, theme, audio and visual elements, budget, timeline, and priorities.
3. Analyzes client request and conceptualizes creative solutions; writes and composes proposals, scripts, and storyboards; reviews proposals with client to develop appropriate project approach.
4. Coordinates and performs pre-production activities such as schedules, shot sheets, crew assignments, talent acquisition, location scouting, set design, graphics preparation, and rehearsals.
5. Assigns studio personnel as needed, ensuring compliance with policies and regulations.
6. Coordinates and performs technical setup of studio, including set design and construction, props and wardrobe, lighting, and electronics.
7. Plans, directs, shoots and edits video and multi-media productions; oversees crew members during studio and location production; performs duties of director, audio technician, videographer, or grip as needed to assure production quality.
8. Performs post-production activities, including scene selection, editing, graphics, special effects, music selection and scoring, and media conversion and duplication.
9. Meets with clients to evaluate the effectiveness of finished products.
10. Researches and makes purchase recommendations for video production and postproduction equipment and software.
11. Performs administrative duties; composes reports and maintains files and records; disseminates information through written and oral reports.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Current principles and practices of video production technology and applications in an educational environment.
- Materials, processes, equipment, methods, and techniques used in the development and production of video projects.
- Video production equipment, techniques, and quality standards.

- Project planning and management principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Assessing project needs, and developing and promoting effective solutions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Producing, directing, writing, shooting, and editing video productions.
- Producing quality programs from concept to completion.
- Operating a variety of video studio equipment safely and competently.
- Assessing and prioritizing multiple tasks, projects, and demands.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, and specialty computer graphics software application packages.

Physical Requirements

Required

- Occasional lifting of objects up to 20 lbs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment and in a video production studio.

Work Experience

Required

- Two years work experience in broadcast television or video production.

Preferred

- Work experience in an educational institution.

Education

Required

- Bachelor's degree in cinema-television, communications or related field.

Licenses/Certifications

Required

- Valid Texas driver's license.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.