



PERSONNEL COMMISSION

Class Code: 5155
Salary Range: 19 (C1)

PRODUCTION SPECIALIST/EDITOR

JOB SUMMARY

Under general direction, participate in a variety of pre- and post-production activities for studio, field and live production shoots including set-up and operation of audio, video, lighting and other technical production equipment; perform creative editing of video productions on non-linear, digital editing systems; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Participate in a variety of pre- and post-production activities for studio, field and live production shoots including set-up and operation of audio, video, lighting and other technical production equipment. **E**
- Assist in set up and construction of studio sets and moving furniture and equipment including risers, cameras and cables; connect microphones to talent and apply makeup to talent as needed; provide voice-over narrations and act in productions as requested. **E**
- Operate a teleprompter during shoots; load scripts; prepare and test teleprompter; practice use of teleprompter with talent; edit scripts as directed. **E**
- Operate a camera for single and multi-camera productions; connect cables, mount camera on tripods, check angles, focus, zoom and white balance levels; properly dismantle and store equipment. **E**
- Perform creative editing of video productions on non-linear, digital editing systems; capture video; select and sequence scenes on timeline; select and insert background music and narration; design and create original graphics and animation. **E**
- Create finished DVD's and programs including menus and labels; create copies of DVD's for clients and for Office of Multimedia Services (OMS) library. **E**
- Serve as a reporter to cover events for District cable channel broadcasts; research stories and develop interview questions; set up and operate camera, microphone and other necessary equipment; capture video and edit footage. **E**
- Create and import images for video productions and broadcasts using a professional-level character generator. **E**
- Operate a variety of office equipment including a computer and a variety of specialized video editing and publishing software; drive a District vehicle to conduct work. **E**

- Maintain computerized database records and files of clip art, animation, photography and master copies of finished projects; assure files are properly backed up to server. ***E***
- Communicate with District administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information. ***E***
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. ***E***
- Troubleshoot, perform routine maintenance and make adjustments to a wide variety of production equipment. ***E***
- Assist in the checkout of multimedia materials by school sites; receive, process, inventory and circulate multi-media requests from schools maintain related records and update circulation catalogs.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Production Specialist/Editor participates in and works as a team member on a variety of pre- and post-production activities for studio, field and live television productions including set-up and operation of audio, video, lighting and other technical production equipment. In addition, an incumbent edits captured video segments on non-linear, digital editing systems to create clips and complete programs.

EMPLOYMENT STANDARDS

Knowledge of:

General operation of audio, video, lighting and other technical production equipment in the studio and field.

Operation of a variety of office equipment including a computer and a variety of specialized video editing and publishing software.

Basic creative video editing techniques and operation of non-linear editing software.

DVD creation and production techniques including menus, chapters, special features and case covers and disc labels.

Proper methods of storing equipment, materials and supplies.

Health and safety practices related to the operation and maintenance of audio, video, lighting and other technical production equipment in the studio and field.

Basic copyright laws.

Digital photo manipulation techniques.

Computerized database record-keeping and filing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Participate in a variety of pre- and post-production activities for studio, field and live production shoots.

Operate a variety of audio, video, lighting and technical production equipment.

Perform creative editing of video productions on non-linear, digital editing systems.

Create DVD program menus, chapter markers, labels and storage case covers.

Observe health and safety regulations related to assigned activities.

Operate a variety of office equipment including a computer and a variety of specialized video editing and publishing software.

Complete work with many interruptions.

Maintain computerized records and files.

Maintain current knowledge of technological advances in the field.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Associate's degree in television production, video editing or a closely related field or completion of the LBUSD's Regional Occupational Program (ROP) courses in Television/Media Production.

Experience:

One year of experience or as an intern in television station production and video editing.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Television studio and office environment.
Working outdoors on location and at heights.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials and view productions.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.