



Position Title:	Supervisor of Video Production		
Reports To:	Director of International Hospitality Center		
Department:	Hospitality Management	Job Code:	3510
Prepared By/Date:	John Richards/9-8-2010	Job Group:	PENC
Approved By/Date:	Dr. Rolando Montoya/9-13-2010	Salary Grade:	14
Revised:	Jennifer C. Brito/9-14-2010	FLSA Status:	Exempt

Summary:

The Supervisor of Video Production will supervise other video production employees as well as produce finished television video productions for the College and will be responsible for scheduling and assigning projects to other staff.

Essential Duties and Responsibilities:

- Develops and produces television programs, videos, student digital portfolios, special events, classroom instruction and AV operations in multiple locations within the culinary arts facility.
- Assigns a project and plan what equipment will be needed to capture the event on video
- Records the project or event on video using a video camera or record the classroom event live using built in cameras in the classroom
- Edits the production using the Final Cut Pro video editing system
- Assembles the edited video into a television program and transfers the program from the computer to a DVD.
- Delivers equipment to the classrooms whenever the necessity arises
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge in all aspects of film and video production
- Knowledge of Macintosh OSX and Windows 7 operating system
- Knowledge of Adobe Photoshop and Illustrator, Macromedia Freehand, Microsoft Office.
- Knowledge of digital and still photography, and video television cameras
- Knowledge of Apple's Final Cut Studio 7 pro editing system
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Strong project management skills and the ability to meet deadlines
- Ability to manage video production operations including all of the control room systems and production equipment (non-linear editors, video switchers, routers, audio and lighting systems)
- Ability to work effectively in a multi-ethnic/multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

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.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must be able to lift and carrying thirty pounds (over short distances).

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and five (5) years of experience in a related field or Associate's degree and nine (9) years of experience.
- Must have a valid Florida Driver's license and have ability to travel to various campuses
- This is a morning shift position with regular work hours of 8am – 4:30 pm Monday - Friday
- Must have ability to work a flexible schedule and work evenings, Saturdays, and Sundays when requested.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name