



Position Title:	Part-Time Video Production Technician		
Reports To:	Director, Production Services		
Department:	College-wide	Job Code:	8308
Prepared By/Date:	Jennifer Brito/07-09-2010	Job Group:	Class-R
Approved By/Date:	College-wide/10-20-2011	Salary Grade:	CT
Revised:	Donna French/10-14-2011	FLSA Status:	Non-Exempt

Summary:

This position creates projects through planning, storyboarding, and production with faculty and staff. Renders conceptual ideas for production of new videos for the campus, edits, and updates existing videos. Also responsible for the design and production of computer-generated graphics for video productions and which includes but is not limited to video production, graphic design, and special event support.

Essential Duties and Responsibilities:

- Develops all assigned projects by planning what equipment will be needed to capture the events on video
- Pre-produces the event by going out into the field and record the project or event on video, using a video camera or DSLR camera
- Produces the project by editing the video that was recorded, using the Final Cut Pro video editing system or other NLE system
- Designs signs, banners and posters for Campus activities
- Takes digital photos and videos of Campus special events
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Macintosh OSX operating system
- Knowledge of Adobe Photoshop and Illustrator, Adobe After Effects, Microsoft Office
- Knowledge of digital and still photography, and video television cameras
- Knowledge of Final Cut Studio 7 pro editing system or Adobe Premiere Pro
- 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 work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

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 stand 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 walk and sit.

The employee must occasionally lift and/or carry up to thirty (30) pounds (over short distances)

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

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

- High School Diploma or GED equivalent from a regionally accredited institution and one (1) year of experience using multimedia equipment
- Possess and keep current a valid Florida Driver License

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name