



Position Title: Part-Time Production Tech I

Job Code: 8336

Reports To: Director

Grade: W5

FLSA: Non-Exempt

Job Description:

The Part-Time Production Tech I will create visual elements by video taping and editing projects for MDC's Media Relations Department. This includes but is not limited to creating visual elements for the College's public affairs television program, creating public service announcements for the College and working on special video projects, as needed.

Duties & Responsibilities:

- Works on film and video production, which include Development, Preproduction, Production, and Post Production (i.e. creating of scripts, lighting, sound, duplicating and digitizing).
- Uses equipment to capture an event on video
- Records the project or event on video using a video camera
- Edits the recorded video using editing computer software
- Assembles the edited video into a viewable television program

Essential Personnel:

Non-essential

Minimum Requirements:

- One (1) year work experience or one (1) year of education in the area of video production or film or equivalent combination of both education and work experience
- Possesses a valid Florida Driver's license and be willing to adjust hours as deemed necessary
- Knowledge of Macintosh OSX Tiger operating system, Adobe Photoshop and Illustrator, Macromedia Freehand, Microsoft Office, Final Cut Studio 5 Pro, Adobe Premier, Avid DV Xpress and Media 100
- Knowledge of digital and still photography, professional video television cameras and video editing systems including nonlinear.
- 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 effectively in a multi-ethnic/multi-cultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name