

I.T. VIDEO PRODUCTION COORDINATOR

(Information Technology Coordinator – C42T Exempt)

Essential Duties

Responsibilities: The Video Production Coordinator provides skilled operation of audio, video, lighting and editing equipment, and coordinates production needs for departments and staff in producing, distributing, and broadcasting video segments for Districtwide communications. Duties involve both technical and coordination tasks including: all aspects of producing new and existing programs; assisting with original productions; maintaining studio and equipment efficiency; set design and construction; audio and video setups for various events; and equipment troubleshooting and simple repairs. Duties require some evening and weekend work to set up and shoot special events and meetings. This work may be performed in an environment in which technical supervision is not available and the incumbent is the primary source for technical information.

Knowledge/Skills/Abilities:

- coordinate production and post editing events;
- various media production procedures and broadcast production techniques;
- video production equipment operation and maintenance procedures;
- current developments in video production techniques, equipment, and quality standards;
- office practices, procedures, and equipment;
- social media and online media distribution; and
- PC software applications.
- manages video distribution system;
- assist in management of learning management system (LMS);
- coordinates training staff and other employees in video production studio;
- performing routine maintenance, troubleshooting equipment problems, and making repairs;
- operating, maintaining, and adjusting video, remote production equipment; and
- operating and adjusting audio and lighting systems and equipment.
- assist with writing and editing materials for video programming packages;
- communicate orally and in writing;
- make on-the-spot technical decisions during the recording process;
- suggests technology or content ideas to help staff achieve desired outcomes from video project;
- follow appropriate safety procedures and practices;
- supports video conferencing services;
- translate audio, video, graphics and digital animation and other digital media content into various distributable formats;
- uploads video projects to servers and publishes HTML and URL links for digital content distribution;
- provide training to individuals or small groups in production equipment and methods;
- establish and maintain effective working relationships.

Minimum Qualifications Required: Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a degree in Broadcast Communications, Television Production, or a related field. (1 - 3 years) experience in the design, set up and operation of audio and video systems. (1 - 3 years) experience with personal computers (PCs), Macintosh computers, and software applications (i.e., Adobe Creative Suite, Final Cut Pro, Soundtrack Pro, Compressor, Tricaster, etc.).

Manual/Physical: Operates audio and video equipment to ensure technical production quality. Sets up and adjusts cameras, lighting equipment, microphones, and other audio equipment for recording sessions. Frequently lifts heavy video equipment weighing over 50 pounds using a cart or other aid to assist. Performs routine maintenance and quality control checks on video and related equipment. Designs and constructs studio and location sites. Operates equipment and uses tools related to set construction. Locates and secures locations for project production including obtaining information regarding power consumption and audio acoustics. Operates a motor vehicle requiring a standard Arizona Driver's License to transport equipment for meetings and events as needed. Organizes and/or reorganizes production and storage areas.

Special Requirements: Must possess a valid Arizona Driver's License by hire date.