

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Instructional Production Specialist

**BASIC FUNCTION:** Under the supervision of the Dean, Technology and Learning Resources, is responsible for performing setup and operation of audiovisual media for classrooms, library and special events; video conferencing system; production of educational/promotional/administrative media materials and programs; and technical maintenance.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Produces, directs, scripts, records, mixes, edits and duplicates audio and video productions for college-wide educational/promotional media presentations.
2. Edits script in pre-production scripting phase to ensure narration is in step with the stated goals of the production; resolves unexpected production problems during shoots; and during post-production editing phase makes decisions to get the program's point efficiently across to the target audience.
3. Schedules and maintains IMC's Multi Media Production including Audio/Video Editing Suites and equipment.
4. Performs video production from concept to post production.
5. Ability to operate a variety of multi-media equipment to include, computers, scanners, digital cameras, video cameras, NLE and/or Linear editing system, drawing tablets and printers.
6. Assists with the day-to-day operation of the Instructional media Center including satellite teleconferences, videoconferences, equipment delivery, set up, and break down.
7. Establishes project schedules to ensure on-time completion.
8. provides scheduled workshops and training to staff and faculty on new and existing audiovisual media equipment.
9. Conceptualizes art work for various multimedia projects for Academic Departments and ensures that the materials created coincide with either lesson material or other needs of the instrutors.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

**EDUCATION:** A bachelor's degree from an accredited institution with major coursework in video production and/or computer graphics is preferred.

**EXPERIENCE:** Three years of directly related experience in video production/computer graphics is required.

**LICENSES/CERTIFICATIONS:** None

**KNOWLEDGE OF:** Video production, visual presentations and advanced knowledge in computer graphic systems are required.

**ABILITY TO:** Visualize concepts and present drawing of shared ideas.

November 2010

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other departmental staff, instructors and faculty.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of media equipment. Tasks require extended period of time at computer/video screens during editing.

**WORKING CONDITIONS:** Normal media environment. Occasional weekends and evenings may be required.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.