

TELEVISION PRODUCTION STUDIO SPECIALIST

BASIC FUNCTION

Responsible for technical and operational aspects related to television, film, multitrack sound recording, and multimedia production; plans, coordinates, and implements ongoing maintenance schedule and procedures for equipment and facilities; and researches and purchases specialized equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing specialized duties in support of the Telecommunications Department. Employees at this level exercise judgment and initiative in planning, maintaining, and making improvements to television, sound recording, and control room facilities and equipment. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Plans, coordinates, and implements ongoing maintenance schedules and procedures for equipment and facilities.
2. Installs, configures, and maintains all equipment; tests to ensure proper functionality.
3. Oversees and takes part in the general supervision of student use of equipment and facilities; provides training as needed in preventive maintenance, minor repair, and proper use of television, film, multitrack sound recording, multimedia, and diagnostic equipment; provides support for students in the completion of television, sound, film, and multimedia projects and assignments.
4. Assumes responsibility for researching prices and capabilities of equipment and makes recommendations for purchase within a given budget; ensures compatibility with existing equipment and facilities.
5. Develops and maintains equipment inventory; oversees and takes part in equipment check-out for student use.
6. Assumes principal responsibility for specialized work or projects in direct marketing and community outreach, post-production video, video/audio editing, mixing, and computer-generated graphics and titles.
7. Participates in planning and implementing remodeling and upgrading of facilities; places orders to purchase maintenance and capital supplies through appropriate manager.
8. Participates in District-provided in-service training programs and also participates in other training designed to maintain current knowledge of new technologies and procedures.
9. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Broadcast automation systems and television studio production equipment.
2. Methods and techniques of developing and implementing preventative maintenance schedules for a

diverse range of production equipment, devices, and components.

3. Operational characteristics of software used in production equipment and devices.
4. Inventory methods and techniques.
5. Purchasing policies, rules, and regulations.
6. Television studio, film, and multimedia production methods and techniques.
7. Audio and video engineering principles and practices.
8. Operational characteristics of multitrack sound recording devices and components.
9. Electrical and electronic component methods as they relate to studio design and lighting.
10. Diagnostic equipment used in troubleshooting audio, video, and wiring issues.
11. Current and emerging trends in television and multimedia productions.

Ability to:

1. Develop and implement preventive maintenance schedules for a diverse range of television and multimedia production equipment, devices, and components.
2. Research, source, and procure specialized film and television production equipment.
3. Operate a wide range of video and audio production equipment, in both analog and digital format.
4. Diagnose, troubleshoot, and perform minor repairs on assigned equipment.
5. Arrange for outsourcing of repairs and other maintenance services.
6. Train and oversee staff and students in the use of production equipment and software applications.
7. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
8. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
9. Exercise independent judgment within general policy and procedural guidelines.
10. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
11. Communicate effectively in the course of performing work tasks.
12. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree with coursework in multimedia and television and/or film production, or a related field and four (4) years of experience in purchasing and maintaining equipment for television and film production programs; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and

closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a studio environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.