

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Television Production Studio Specialist

BASIC FUNCTION: Under the supervision of the area Director, is responsible for all technical and operational aspects related to television, film, multitrack sound recording, and multimedia production as related to the telecommunications department. Responsible for planning, maintaining, and improvements to the television studio, sound recording studio, control room facilities, and all equipment of the area; monitors and works with faculty and staff, will supervise and perform setup and strike of all video, audio, multimedia, cameras, lighting, and studio set as needed including control room video, audio, and computer equipment, etc. performing all aspects of television and sound production.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Installs, configures, and maintains all equipment.
2. Provides training as needed in preventive maintenance, minor repair, and proper use of television, film, multitrack sound recording, multimedia, and diagnostic equipment.
3. Plans, coordinates, and implements ongoing maintenance schedule and procedures for equipment and facilities.
4. Oversees and takes part in the general supervision of students use of equipment and facilities.
5. Work with faculty and staff informing students of the proper use and care of field recording equipment, studio recording equipment, video/audio editing equipment, film equipment, lighting, computer, etc.
6. Develops and maintains equipment inventory and oversees and takes part in equipment check out for students use.
7. Provides support for students in the completion of television, sound, film, and multimedia projects and assignments.
8. Assumes responsibility for researching prices and capabilities of equipment and makes recommendations for purchase within a given budget and ensures compatibility with existing equipment and facilities.
9. May participate in extra special projects (that are not part of daily typical task) in support of District marketing and community outreach goals; assumes principle responsibility for television production studio specialist in production, post production video, video/audio editing, mixing, and computer generated graphics and titles of such projects.
10. Maintains understanding of current and new technologies in television, video, film, sound recording, and multimedia.
11. Participates in planning and implementing any remodeling and upgrading of the facilities, places orders to purchase maintenance and capital supplies through appropriate manager.
12. Plans and implements facilities and equipment repairs and maintenance.
13. Participates in District-provided in-service training programs and also participates in other training designed to maintain current knowledge of new technologies and procedures.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

EDUCATION: Any combination of education or experience equivalent to an associate degree.

EXPERIENCE: At least four years experience in equipment purchasing for television production, video production linear/nonlinear, film production, multitrack sound recording linear/nonlinear and multimedia with progressively responsible, fulltime broad based experience in television, film, multitrack sound recording and multimedia production with experience in video editing, audio engineering with knowledge of studio design, wiring, and maintenance preferably in an instructional environment.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: None.

ABILITY TO: None.

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, instructors, faculty, students, and the public.

WORKING CONDITIONS: Studio environment.

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.