

Position Description
Television Production Specialist
Department: Television Production and Broadcasting

POSITION PURPOSE

The Television Production Specialist provides administrative, clerical, and technical support to instructional courses in broadcast radio and television.

NATURE AND SCOPE

The Television Production Specialist is responsible for selecting production personnel, making on-air scheduling decisions, scheduling facilities and equipment, setting audio and video technical specifications, performing quality control and analysis on broadcast electronic equipment. Other decisions, such as hiring personnel, major capital expenditures, and changes in policies and procedures, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Organizes, tags, inventories, catalogs, and circulates films, tapes, and discs; sorts and files slides; duplicates audio and video tapes and files appropriately.
2. Maintains station logs for broadcast radio and television stations at the College; acts as master control operator for the stations.
3. Schedules and coordinates requests for studio, editing and duplication facilities, teleconference set-ups, and video shoots to ensure requesters' needs and timing are met.
4. Establishes and maintains control and inventory records for audio-visual equipment, supplies, and related media.
5. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Operation and instructional use of a variety of media equipment and supplies
Understanding of copyright rules and regulations; some knowledge of Federal Communications Commission regulations
Inventory control and record keeping techniques

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Operate and maintain media equipment, e.g., audio-visual equipment, projectors, tape recorders, video cassette recorders

Operate a variety of specialized office equipment i.e., copiers, fax machines

Strong analytical skills

Strong basic mathematical abilities

Excellent written and oral communication

Excellent interpersonal skills

Ability to work independently

Management and organizational skills

Education and Experience:

H.S. diploma

2-4 years experience in (1) the use, scheduling, and control of media equipment and (2) general clerical experience

Working Conditions:

Typical office environment

Occasional exposure to mechanical and/or physical factors which are generally protected against or predictable.