

**Video Coordinator Assistant  
New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Public Relations**

**TITLE: Video Coordinator Assistant**

**QUALIFICATIONS:**

1. High school degree.
2. Three or more years of experience in television and/or cable production.
3. Valid North Carolina driver's license.

**REPORTS TO:** Chief Communications Officer

**JOB GOAL:** To assist the video coordinator with creating high quality productions for the New Hanover County School System.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, polices and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school systems.
2. Operate digital cameras, non-linear editing, video switcher, audio mixer; assist with set up and breakdown of Board of Education meetings.
3. Provide technical and production assistance for workshops and training sessions.
4. Assist broadcast production team with field production including audio/visual operations and lighting.
5. Assist in setting up audio/visual equipment for special events.
6. Attend training sessions and/or seminars as required to maintain or enhance skills that may be required for the specific operations of the department.
7. Perform basic repairs of audio and video material and equipment.
8. Assist with producing and marketing for special school system events.
9. Provide technical assistance for a variety of tasks including the NHCS TV network and access channel.

10. Perform related duties and responsibilities as requested by the Deputy Superintendent and Chief Communications Officer.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt.

**Starting Salary and/or Grade:** Grade 68

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to use a variety of computer software.
- Physical dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb and lift a minimum of 25 pounds.
- Knowledgeable of audio-visual equipment including cameras, editing equipment, switching equipment, and lighting and effects equipment.
- Ability to provide technical and production assistance.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.