

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: VIDEOGRAPHER/EDITOR

DEFINITION:

The Videographer/Editor shoots and edits high-quality videos for SDCOE and our education partners, according to established SDCOE video and brand standards. The Videographer/Editor works primarily in video, but also in a variety of media platforms, including but not limited to still photography and audio.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Plans and executes video shoots, including developing shot lists, creating storyboards, scouting locations, and other pre-production duties.

Captures video and still photos utilizing industry best practices to ensure proper lighting, background, and other factors.

Works with on-camera talent to capture professional-level quality audio and video.

Utilizes of appropriate CODECs to compress or decompress video for acquisition, intermediary, and delivery in accordance with industry standards.

Reviews footage, selects the best shots, cut and arranges footage, adds special effects and graphics, incorporates sound and music and other editing responsibilities.

Cleans assigned equipment, and in collaboration with the technical team ensures maintenance of equipment; tracks and maintains inventory.

Maintains and organizes media assets in accordance with best industry practices.

Contributes creative ideas and suggestions to improve the overall quality of videos.

Prepares and delivers final videos in the appropriate format and ensures they are properly distributed to the intended audience.

Shares knowledge and experience with students via job shadowing, hosting field trips, career days, internships, and other opportunities.

Provides technical guidance and assistance to production staff.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Valid California driver's license to travel to assigned locations.

EDUCATION AND EXPERIENCE:

A combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed below. Typical qualifying experience would include: a minimum of three years of experience in the operation of television production and post-production equipment including digital television equipment; editing of videotape and operation of editing equipment; and experience organizing and scheduling necessary equipment and/or facilities for television productions. Completion of college-level or industry recognized training in telecommunications may be considered as partial fulfillment of the work experience requirement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Media production and equipment to include a variety of television production, post-production and master control equipment, including digital television equipment;

Editing procedures, equipment, and software;

FCC rules and regulations pertaining to technical operations;

Safety practices related to the operation of technical equipment in the studio and the field;

Videography and photography principles and practices.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Accurately and respectfully representing all people in videos produced and distributed by SDCOE;

Ensure that assigned projects adhere to SDCOE brand standards;

Use innovative and modern techniques to shoot/edit video and tell stories;

Follow oral and written instructions;

Establish and maintain effective working relationships with others;

Organize and schedule necessary equipment and facilities;

Work effectively independently and as part of a team with minimum supervision;

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Maintain confidentiality of information;
Demonstrate attendance sufficient to complete the duties of the position as required;
Complete routine tasks thoroughly, accurately and with attention to detail.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor production or field studio. Ability to travel to and from various work locations as required. This position will be required to occasionally flex assigned hours and work some nights and weekends.

Must be able to hear and speak to exchange information; see to perform assigned duties; stand for extended periods of time; possess dexterity of hands and fingers to operate necessary equipment; kneel, reach overhead, above the shoulders and horizontally, to retrieve and store files; stoop, bend at the waist, push, crawl, stretch and lift cameras and equipment weighing up to 50 pounds. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
04/1997		06/2004; 06/2015; 06/2016; 10/2023	Non-Exempt	Classified Support Grade 054