



SUPPORT SPECIALIST

VIDEO PRODUCER

JOB DESCRIPTION

JOB TITLE: Support Specialist - Video Producer
REPORTS TO: Director of Human Resources | Communications
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: SAT 09
DAYS: N/A (Per Diem)
Minimum 4 days per month.
Maximum 2.4 per week | 8 per month
JOB ID & DATE: SAT-72, May 2023

JOB PURPOSE SUMMARY

The video producer for Board of Education Meetings is a per diem position responsible for professional work setting up, recording, streaming and producing summary video coverage of the Adams 14 Board of Education Meetings, workshops, and study sessions in their entirety. The producer performs related work as required, including operating equipment. Support Specialist Video Producer may accept additional assignments for focused video production or campus support for clubs at a per diem rate.

REQUIREMENTS

Education Level Details

Bachelor's degree communications or related field or equivalent experience.

License / Certification / Language Required

N/A

Work Experience Required

Five years working in video production with an emphasis on recording, producing and streaming events and/or meetings

Other Skills and Abilities Required.

Knowledge of video programming and techniques.

Skill in the preparation, maintenance and operation of video production equipment.

Ability to develop creative and effective audio-visual programs and services.

Ability to establish and maintain effective working relationships with staff and participants.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Records, streams, produces and directs Adams 14 Board of Education meetings.
- Performs production duties, including set-up, lighting, audio production, camera operation and technical direction at all Board of Education meetings including study sessions, regular

scheduled meetings, workshops and retreats.

- Performs post-production duties as directed.
- Produces various special projects as assigned.
- In cooperation with the technology department, maintains, troubleshoots and makes purchasing and repair recommendations.
- Performs related tasks as required.

Special Projects

- Films, edits, and produces video stories for special events.

Student Engagement

- Leads a weekly two hour club at a designated middle school(s) focusing on video programming and production.

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

COMPENSATION STRUCTURE

This position is compensated using the following:

Board Meeting (14 hours minimum, 20 hours maximum per)

4 hours - Set-up and prepare

4 hours minimum - Film, Record, and Stream meeting

6 hours minimum - Produce a highlight video of a board meeting

Special Project (4 hours minimum, Approved hours maximum per)

Campus Clubs (5 hours per approved meeting)

3 hours - Set-up and prepare

2 hours - Direct Instruction

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds. Employee must be able to set-up and run a video camera and operate a streaming computer.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Mental Functions: May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____
Signature: _____

Employee ID Number: _____
Date: _____