

Video Producer (Board of Education Meetings)

Title: Video Producer (Board of Education Meetings)

Reports to: Director of Special Projects and Community Relations

Position Summary: The video producer for Board of Education Meetings is a per diem position responsible for professional work producing television coverage of the East Brunswick Board of Education Meetings in their entirety. The producer performs related work as required, including operating equipment.

Qualifications:

- (1) Knowledge of video programming and techniques.
- (2) Skill in the preparation, maintenance and operation of video production equipment.
- (3) Ability to develop creative and effective audio-visual programs and services.
- (4) Ability to follow written and oral instruction.
- (5) Ability to establish and maintain effective working relationships with staff and participants.
- (6) Possession of an appropriate driver's license valid in the State of New Jersey.
- (7) Combination of education and experience with emphasis in mass communications or television production and considerable experience in video production.

Work Year: Per diem

Duties:

- 1) Produces and directs East Brunswick Board of Education meetings;
- 2) Performs production duties, including set-up, lighting, audio production, camera operation and technical direction;
- 3) Performs post-production duties as directed;
- 4) Produces various special projects as assigned;
- 5) In cooperation with the Tech II assigned to the Superintendent's office, maintains, troubleshoots and repairs malfunctioning equipment;
- 6) Researches and recommends new equipment;
- 7) Trains and supervises Video Production Assistants;
- 8) Performs related tasks as required;
- 9) Acts as liaison to EBTV staff as needed.

Revised 9/2014