San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Television Production Technician	**Exemption Status:**	Non-exempt
Reports to:	Director of Public Relations	**Pay Grade:**	02
Works With:	Personnel/Students/Community	**Days**:	226
Dept. /School:	KSBG-TV 17	**Date Revised:**	07/23/2020

Primary Purpose:

The role of the KSBG-TV Television Production Technician is to complete and maintain every aspect of KSBG-TV production; including, videography, photography, editing, audio, character generation; and station operations; including transmissions of programs, calibration of cablecast system, programming and operation of all television equipment.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Television production, editing and equipment repair.
- Good communication skills both verbal and written.
- Good math and problem solving skills.
- Good organizational and supervisory skills. Carpentry skills.
- Knowledgeable on the latest Adobe software.
- Ability to read and follow instructions.

Preferred:

- Five or more years experience in television camera and editing operation, field camera experience, engineering and/or equipment maintenance experience, television news production, carpentry.
- Associate's Degree in a related area or course work in telecommunications, radio, TV, film, radio and TV broadcasting, media, photography, computer science and/or engineering.

Major Responsibilities and Duties:

1. Produce educational, instructional or informational videos using professional broadcast equipment.
2. Produce live and recorded television programming. Serve as technical director, studio director, character generator, studio floor manager, videographer/photographer, on-air talent and/or video operator as needed.
3. Ability to design and construct studio set.
4. Organize equipment for productions making all required adjustments.
5. Edits video to create a complete video production, adds music and vocals as needed, photo inlays and adds video footage and creates various characterizations.
6. Assist in creating graphics as needed throughout the school year.
7. Monitor and maintain all video and audio electronic equipment throughout filming segments.
8. Make quality, concise and synchronized edits and dubs audio and video material from one format to another.

9. Program and operate all computerized and electronic equipment, establishes initial signal transmission, characterization, switching, monitoring, calibrating and logging
10. Ensure the proper transmission signal as required by the cable operator. Maintains a continuous audio and visual signal for KSBG-TV.
11. Perform the following duties: cleaning of heads, fuse replacement, cable replacement, tape repair and equipment cleaning and maintenance. Reports any equipment damage to the immediate supervisor to facilitate timely repair.
12. Take photographs as needed.
13. Report any technical issues to the immediate supervisor in a timely manner.
14. Assist various department and schools with video productions as assigned.
15. Demonstrate the ability to work well with others in a positive, productive manner
16. Follows district's policy regarding dress code.
17. Maintain the ability to conduct themselves in a professional and ethical manner
18. Maintain ability to write scripts for video purposes.
19. Maintain ability to work in a team.
20. Perform technical duties as assigned by the Director of Public Relations.
21. Perform all other duties assigned.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____