

## **Ontario–Montclair School District**

### **CLASS SPECIFICATION Videographer**

#### **GENERAL PURPOSE**

Under general supervision of the Director of Information Services, performs a wide variety of technical tasks, leading to the production of programs intended for broadcast to the general public through website and various media outlets; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This position is responsible for coordinating, videotaping and photographing of various district events, activities and programs, which will be used to market the district. This would include editing footage and preparing final broadcast product as well as maintaining District equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Assist in the development of regularly scheduled community information and educational programming for various media outlets.
2. Conduct video recordings of District events.
3. Produce public service announcements.
4. Set equipment, production schedules and procedures for video projects.
5. Perform post-production editing of recorded material.
6. Oversee the routine maintenance and periodic upgrade of video production equipment and programs.
7. Attend meetings and conferences as related to areas assigned.
8. Work closely with the Superintendent's Office to market the District.
9. Work closely with District departments to maximize program success, including OMSD Television and other media outlets.
10. Establish and maintain a District video archive.
11. Develop single and multi-camera video productions.
12. Determine proper camera angles and special effects for best results.
13. Set up lighting, microphones and other video production equipment, observing current production principle, for the successful staging of productions.
14. Edit video production, using video post-production equipment, including editing control units, special effects generators, character generators, and audio mixers.

15. Assist with production outlines and confer on storyboards, graphics and animation, using sophisticated software on a personal computer.
16. Operate a variety of electronic and mechanical equipment including color cameras, audio, video and lighting systems, recorders and character generators, during studio and remote production of color programs for television.
17. Attend Board of Trustees' Meetings and study sessions to serve as media resource and technology support.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Production processes, taping, and editing procedures and other relevant activities, such as photo camera, television production, post-production and editing techniques;
2. Video cameras, tape machines, video and sound consoles and their operation;
3. Modern audio and lighting equipment and techniques;
4. Lighting, exposure and photographic composition;
5. Safety rules and practices related to the operation and repair of television production equipment;
6. Proper use and operation of designated audio and video production equipment;
7. Video post-production equipment and software (Media Composer, Final Cut DVD Studio Prop Soundtrack Pro or equivalent preferred) and their use;
8. Basic knowledge of the National Association of Broadcasters standards;
9. Software for Video Editing, Image Editing, Special Effects, DVD Authoring, and Audio programs and their operation;
10. Film and Video color grading, compositing, compression, High Definition, dialogue editing, down-conversion, pre and post production preparation;
11. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation;
12. Office administration practices and procedures;
13. District organization, functions, rules, policies and procedures applicable to assigned areas of work responsibility.

### **Ability to:**

1. Organize, set priorities and exercise sound judgment within areas of responsibility;
2. Operate a computer (Mac and PC preferred) and the use of video editing software;
3. Manage a full service graphic and video production agency setting and provide strategic leadership skills for work with district staff, parents and students;

4. Videotape of variety of events in varying circumstances, including “on location shoots”;
5. Utilize blue and green screen compositing;
6. Author DVD’s for television formats and various media outlets;
7. Market and promote the District.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; Bachelor Degree or some combination of education and training, and three years of experience resulting in the requisite knowledge and abilities of a highly qualified Videographer. Three (3) years of experience in management and production development preferred;

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver’s license, a good driving record and the ability to maintain insurability under the District’s vehicle insurance policy;

Upon acceptance of the District’s offer of employment, new hires will be required to complete a baseline physical examination prior to employment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person or by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms; Employees are frequently required to walk and stand; and lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and understand documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information and skills; perform detailed work with frequent interruptions; work under deadlines; and interact with District administrators, staff, parents, students and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions where the noise level is usually quiet. Employees may also work in an outdoor environment in various weather conditions while video/photo shooting a variety of district activities.