

ORANGE UNIFIED SCHOOL DISTRICT

A/V TELEVISION PRODUCTION TECHNICIAN

DEFINITION

Under the direction of an assigned supervisor or manager, produce high-quality multimedia content in one or more areas, including audiovisual technology, video production, photography, and other digital media to support marketing, communications, and/or instructional priorities.

DISTINGUISHING CHARACTERISTICS

This position classification operates, maintains, and inventories audio-visual equipment; makes minor repairs and does minor servicing to television and audio-visual equipment; provides programming maintenance; assists certificated staff in the training required in the operation of audio-visual equipment; and monitors District channel coordination.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification performs work, which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 50 pounds and may occasionally weigh up to 75 pounds. Positions in this class require mobility to stand, stoop, reach and bend, mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Positions in this class require good hearing to test and use audio equipment and detect differences in quality of sound. Individuals in this class require vision (which may be corrected) to read small print; and require good color perception.

ESSENTIAL DUTIES

- Creates and edits video/multimedia content
- Operates audio-visual (AV) technology
- Researches new equipment and maintains current knowledge of job-related fields and technologies
- Directs production crew during live productions
- Designs graphics
- Logs all productions made in-house for video library
- Makes minor repairs
- Makes A/V productions publicly available
- Monitors District A/V platforms
- Reports to administrator in charge regarding problems and priority replacements
- Responds to District or school requests for videotaping and/or photography
- Performs related duties as assigned

QUALIFICATIONS GUIDE

Knowledge of:

- How all types of media, equipment and materials can be used as an instructional aid
- Media conversion to various formats
- Appropriate formats and aspect ratios needed to share A/V content on specific platforms
- Still and video camera operation
- Standard office practices
- Safe working methods and procedures

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Ability to:

- Package A/V content to be shared via specific platforms
- Update digital presentations
- Run control room for Board Meeting recordings and other events as assigned
- Operate audio, video, and photographic equipment
- Make minor equipment repairs
- Communicate and work effectively with faculty, students, and administrators
- Assist in preparation and production of instructional and promotional programs
- Set and maintain records and files
- Work under pressure and against deadlines when required
- Plan and schedule work effectively
- Keep supervisor informed

Training and Experience

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skills would be:

High School graduate supplemented by one year of directly related experience involving the use and operation of various types of media and audio visual equipment; and

Training equivalent to an A.A. degree in the technical aspects of television and audio-visual programming and/or two years of additional directly related experience. A Bachelor's degree in this same field may substitute for the required years of experience.

Other Requirements

Completion of the mandated tuberculosis test and finger printing is required prior to the first day of work.

License: Some positions may require the possession of a valid California Motor Vehicle Operator's License and the use of an automobile.