



Job Title: Video Production Specialist

CLASSIFICATION DESCRIPTION

Department: Online Learning and Services

Pay Grade: 106

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position, in working with faculty/administration/other technical personnel, provides technical support in originating, developing and producing videos or video support for training and instruction projects while operating all technical equipment and computer hardware/software needed to complete such tasks. Responsibilities may include: preproduction planning; operating production cameras, editors, switchers, sound boards, and related computer hardware and software; encoding videos to multiple formats as needed; operating studio control equipment; and maintaining a record of activities.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Consults with instructional design specialist and faculty to design project and create scripts/storyboards.
- Directs video projects in a team environment using faculty, administrators, and other technical staff on pre-production scripting needs and visualizing of program components.
- Prepares camera gear and tools necessary for up-and-coming video shoots; charges batteries, repairs equipment, and replaces damaged gear. Produces and tapes a wide variety of video productions, which includes: operating a camera and audio equipment; assisting with scheduling tapings; determining taping locations; determining appropriate camera placement; testing equipment; determining camera shots to be utilized; adjusting lights and audio levels; directs people in film; and performing related activities.
- Edits raw footage and creates captioning for video projects; imports film from prior videos if applicable; and sends excerpts for review.
- Creates graphics, animations, and illustrations using image manipulation software to be included in video and computer presentations.
- Creates captioning for video projects.
- Performs post-production audio and video editing; adjust color and sound; sends excerpts for secondary review; and uploads finished projects to video server.

- Collaborates with instructional technologists to incorporate video into online learning projects; may upload content to various media platforms; and creates brief video descriptions for postings.
- Performs the maintenance and troubleshooting of video/audio equipment; researches, evaluates, and recommends equipment purchases as necessary.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor’s degree in video production or a related field; two (2) years of related work experience filming videos and post-production editing using current technology in a business or educational setting along with a portfolio to demonstrate past products; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Cameras, lighting, and other related tools and equipment;
- Customer service principles, methods, and techniques;
- Television studio equipment and switcher;
- Applicable audio and video tools and equipment;
- Video production principles and practices;
- Production lighting principles and practices;
- Graphics and animation principles;
- Audio and video file formats; and
- Computers and related software applications.

Skills in:

- Operating and setting up cameras, lighting, and other related tools and equipment;
- Providing customer service;
- Converting audio and video file formats;
- Editing video content;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Troubleshoot and resolve audio, video, hardware, and software problems.
- Create graphics, animations, and illustrations; and
- Create captioning for video projects.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Video production certificate desired.
Premier Pro certificate desired.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
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Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.	<u>X</u>	Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to electrical currents.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.