

JOB DESCRIPTION

TITLE VIDEOGRAPHER

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Developmental (GED) exam and three to six months related experience and/or training. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to sit, stand and walk; use hands to finger, handle or feel; and reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate.

REPORTS TO Supervisor, Communications Services

GENERAL RESPONSIBILITIES

1. Develops original video programming ideas.
2. Works with schools and district department administrators to develop program concepts.
3. Develops scripts and/or storyboards for approval by administration.
4. Videotapes, edits and produces programs in to final format for approval to broadcast and/or duplicate.

SPECIFIC RESPONSIBILITIES

1. Develops a thorough knowledge of the appropriate FCC regulations and technical aspects of the existing video production and broadcast systems.
2. Assists principals and department administrators with all aspects of creating a finished video production from original program concepts.
3. Develops and maintains a standardized system of archival footage development and retrieval.
4. Performs all necessary equipment preventative maintenance, and arranges for outside maintenance when necessary for all editing suite and field equipment. Insures that appropriate back-up equipment and necessary supplies are always available. Assists with maintenance of studio, control room and school board meeting room equipment.
5. Insures that all required administrative approvals be secured prior to broadcast or duplication of any program.
6. Travels through Collier County to cover assigned events, including some evening functions.
7. Assists with the editing and postproduction of school-based video productions on an as available basis.

8. Prepares video for and edits all locally produced programs for The Education Channel – those regularly scheduled as well as special programs, e.g., School Zone TV show, videotaped on location at a different school each time.
9. Operates studio camera for locally produced programs for The Education Channel, e.g., District Digest.
10. Produces a regularly scheduled program for The Naples Alliance for Children, a local community group.
11. Assists with the live cablecasting of all school board meetings, workshops and events.
12. Performs the duties of the Instructional Television Specialist in his/her absence.
13. Performs other duties as assigned.