

ORANGE UNIFIED SCHOOL DISTRICT

A/V TELEVISION PRODUCTION TECHNICIAN

DEFINITION

Produce programs for educational channel and in-house programs including, but not limited to, board meetings, school events and activities, administrative requests, sports, performing arts, and field trips. Set up, operates and maintains television media; produces video and audio tapes and similar materials; makes minor repairs to media and audio-visual equipment; determine repair and replacement needs; and performs related duties and responsibilities as required or assigned.

DISTINGUISHING CHARACTERISTICS

This position classification operates, maintains, and inventories closed circuit television equipment, audio and public address systems, and similar media and audio-visual equipment; makes minor repairs and does minor servicing to television and audio-visual equipment; provides satellite programming maintenance; assists certificated staff in the training required in the operation of audio-visual equipment and monitors District education cable TV channel coordination. The AV/Technician reports to the Director of Curriculum and Staff Development regarding priorities and problems and also works closely with the Communication Department.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification performs work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 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

- Edits videos for cable on a linear or non-linear editing suit
- Operates DV and S-VHS camcorders
- Researches new equipment
- Direct production crew during live productions
- Designs graphics for cable cast
- Logs all productions made in-house for video library
- Makes minor repairs
- Programs satellite
- Monitors District education cable TV channel
- Reports to administrator in charge regarding problems and priority replacements
- Responds to District or school requests for video taping
- Performs related duties as assigned

QUALIFICATIONS GUIDE

Knowledge of:

- How all types of media, equipment and materials can be used as an instructional aid
- Operation of closed circuit television and other visual equipment

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- Audio tape duplication process
- Video duplication and video camera operation
- Standard office practices
- Safe working methods and procedures

Ability to:

- Make video duplications
- Program events for cable cast
- Update PowerPoint
- Operate cassette loading and audio duplication equipment
- Make minor equipment repairs
- Communicate and work effectively with faculty, students, and administrators
- Assist in preparation and production of instructional programs
- Set and maintain records and files
- Work under pressures 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.