

COLLEGE VIDEO PRODUCTION ENGINEER

DEFINITION

To organize, produce, and participate in the development of video programs, studio, and field productions; to perform highly skilled tasks in the operation of a college cable television station and electronic classroom; to provide technical support for instructional programs; to supervise assigned students; and to perform other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Manager of Technology.
Provides functional and technical supervision to student workers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Produce educational, cultural, and promotional video programs in coordination with other staff.

Operate video production equipment; edit video programs using linear and non-linear systems.

Provide production assistance and services for large-scale studio and field productions; prepare show format scripts; obtain student crews; configure and test equipment; develop character generator pages.

Integrate hardware and software packages including special effects devices, editing systems, graphics packages, and character generator programs.

Identify and make adjustments to equipment to synchronize multiple video sources; ensure video and audio equipment; maintain proper voltage levels during operations.

Reconfigure equipment through patch panels; route switchers and hard wires to accomplish various tasks.

Operate and maintain computer-based video teleconferencing network system via (ISDN) telephone lines.

Oversee students assigned to the station; provide technical and functional supervision as required.

Analyze production facilities, equipment, and process; make recommendations to improve the effective functioning of the cable television station production facilities and electronic classroom including facilities design and needed equipment; oversee and assist in new installations as required.

Perform preventative maintenance on video, audio, and computer equipment.

Diagnose and troubleshoot equipment malfunctions; make minor repairs; coordinate major repairs with contract providers.

Develop specifications for the purchase of video, audio, computer, and teleconferencing equipment needed to meet established goals.

Prepare and maintain files and records including equipment inventories and maintenance histories; maintain system documentation.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and applications of various techniques to video engineering and television production.

Operations and maintenance of video and computer hardware and related software.

Video and audio test equipment.

Methods for directing and developing the content of pre- and post-production television programming.

Skill to:

Safely and effectively operate equipment used in television production, presentations, and operations.

Detect and diagnose equipment malfunctions; make minor repairs.

Read, prepare, and understand related documentation including system flow diagrams and equipment specifications.

Communicate effectively both orally and in writing.

Work independently in the absence of supervision.

Train and supervise student assistants.

Prepare and maintain files and records.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training:

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

Experience:

Three to five years of increasingly responsible experience performing professional and technical tasks related to video production and video technology including program editing, configuring and testing production equipment, and troubleshooting duties.

Training:

Associate of Arts Degree including specialized training in video production and video technology.