



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Video Production Specialist

Reports to: Television Manager
Department: Public Information
Compensation: Technical Specialized, Grade 10
Number of Days: 12 Months
Overtime Status: Non-Exempt
Date Job Revised: May 21, 2008

Position Summary: The Video Production Specialist contributes to the quality and efficacy of the District's cable television station and internet Web site by performing complex technical and skilled work in the production, editing and integration of media programs.

Qualifications/Job Requirements:

Education:

- Bachelor's Degree in Communications, Journalism, Marketing or equivalent experience.

Specialized Knowledge, Licenses, etc:

- Proficiency with: Final Cut Pro, Premiere, After-effects, other non-linear editing programs.
- Prefer experience with: Flash, Dreamweaver, Javascript, Actionscript, XHTML, and CSS.
- Familiarity with export formats and their appropriate uses (i.e.wmv, mov. flv, etc.).

Experience:

- 3 years in broadcast or cable television field.
- 1-3 years in new media.

Specific Training/Skills:

- Video camera operation and editing.
- Scheduling/coordinating events for recording purposes.
- Ability to work effectively and efficiently with a knack for thinking outside the box.
- Must be able to work independently with some evening and weekend assignments.
- Must have experience in using PC based non-linear editing systems.
- Must have thorough knowledge of a wide range of lighting, audio and television production and broadcast equipment.
- Must have proven ability to produce, direct and edit district-sponsored cable television shows.
- Strong knowledge of computer graphics.
- Script writing and on-camera experience helpful.
- Must exercise independent judgment and attention to visual and audio detail.

Physical Requirements:

- Must be able to lift and carry at least 25 lbs.
- Must be able to stand and operate a camera for several hours at a time.

Essential Job Functions:

- Light, shoot and edit video projects in schools and community for use on educational cable television channel.
- Work with staff on special television events and Board of Education Meetings.
- Maintain programming logs and scheduling of programming.

Other:

- Valid drivers license and automobile insurance

Scope of Authority (If Applicable):

Customer Contacts:

- Internal: TV production, web developer, professional development, marketing, and school administration.
- External: Software/hardware vendors, community partners, and public information contractors.