CLASS TITLE: TELEVISION / RADIO PRODUCTION SPECIALIST

BASIC FUNCTION:

Under the direction of a Dean, provide technical guidance to students and instructors in the design and development of instructional media; provide technical assistance in operations and activities of the television and/or radio production facilities and related equipment; maintain and repair theatre and studio equipment; train students, instructors and other employees in the proper operation of equipment; assist students with projects and assignments.

REPRESENTATIVE DUTIES:

Instruct and assist students, faculty and other employees in the proper operation and functioning of television and/or radio equipment; advise faculty and staff on the uses of instructional television; recommend equipment to students for video production projects. E

Provide technical guidance to instructors in the design and development of instructional media; provide technical assistance in operations and activities of the television production facilities. E

Train students in video production techniques; provide technical direction related to set design, lighting design and audio mixing techniques. E

Adjust, maintain and repair television and/or radio studio and theatre equipment; refer repair needs to appropriate authority and arrange for major repairs as necessary. E

Direct and produce television productions; develop video production concepts for instructional, safety, promotional, and outreach videos for campus. E

Establish operating procedures and proper maintenance schedules for technical television and/or radio studio and distribution equipment. E

Determine appropriate recording and rehearsal schedules for studio, portable and remote units and systems. E

Requisition supplies and equipment as necessary; assist administration in developing specifications for major equipment purchases. E

Maintain records of technical servicing and repair activities. E

Design and fabricate special audio and visual systems for production, editing and remote video taping functions. E

Set up and prepare studio and television control room for production; oversee the editing of television productions. E

Established March 1998
TELEVISION/ RADIO PRODUCTION SPECIALIST (continued)

Provide work direction and guidance to student assistants.  

Operate a variety of machinery and equipment such as electronic testing equipment, soldering equipment and various television studio equipment.  

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and methods of directing and producing television and/or radio productions  
Methods, equipment and materials used in the technical operation of television and/or radio production facilities  
Basic principles of electrical theory  
Technical aspects of field of specialty  
Oral communications skills  
Interpersonal skills using tact, patience and courtesy  
State of the art broadcasting and communications equipment  
Computer relations relative to broadcasting

ABILITY TO:

Direct and produce television and/or radio productions  
Provide technical assistance in operations and activities of the television and/or radio production facilities  
Operate, service and make minor repairs on equipment  
Provide information and assistance to others regarding the operation, use and care of equipment  
Read and interpret technical directions  
Communicate effectively both orally and in writing  
Understand and follow oral and written directions  
Establish and maintain cooperative and effective working relationships with others  
Plan and organize work  
Meet schedules and time lines  
Train and provide work direction to others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college course work with an emphasis in television, media production or related field and two years experience in television production.

WORKING CONDITIONS:

ENVIRONMENT:

Campus television production facilities
PHYSICAL ABILITIES:

Hearing and speaking to communicate with students and instructors
Seeing to observe quality of television production
Lifting and carrying heavy objects
Bending at the waist
Dexterity of hands and fingers to operate television and/or radio studio and diagnostic equipment
Standing for extended periods of time

HAZARDS:

Exposure to electrical current