

## MONTEREY COUNTY OFFICE OF EDUCATION

### MEDIA PRODUCTION ENGINEER

**Classification:** Classified

**Salary Level:** 43.5

#### **DEFINITION:**

Under the limited direction of the Director II, Media Center for Art, Education and Technology (MCAET), the Media Production Engineer is responsible for leading and managing the production of media for television, radio, video, and web-based productions. This includes being responsible for all facets of production including concept development, pre-production coordination, direction, and post-production activities; provides supervision, technical guidance, and support to student intern and on-demand production staff for studio and field productions; oversees activities of independent contractors and vendors in support of productions; coordinates with television and studio staff to ensure efficient operations for all productions.

#### **SUPERVISOR:**

Director II, MCAET

#### **POSITIONS SUPERVISED:**

None

#### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Develops educational programming ideas and transforms them into complete productions
- Plans, writes, storyboards, and pitches scripts to produce engaging educational content
- Develops and directs creative and practical talent involved in projects
- Manages location, logistics, and props for productions
- Provides technical direction and oversight for the video production process for setup of lighting, audio and camera placement
- Plans and facilitates studio and live video productions including camera control, set and lighting design and audio production
- Manages field-based productions, both taped and live, including location scouting, camera placement, audio setup, mobile studio, and production staff
- Operates cameras including lens selection, placement, creative framing and capturing of action, and following camera scripts when applicable
- Assembles, prepares and sets up equipment for studio and field-based productions including tripods, monitors, lighting, cables and leads, and headphones
- Edits video and audio content for final publishing including inclusion of B-roll and special effects as needed
- Composes scores and other audio elements for video productions
- Provides a variety of video products and formats for broadcasting, DVD distribution, web casting, and video streaming
- Collaborates with clients and other stakeholders in the creative design and media production process to produce a product that reflects the organization's goals
- Searches, identifies and consults on the use of external resources
- Directs the activities of Independent Contractors and vendors in support of media productions
- Supervises and supports student intern and on-demand production assistants for studio and field productions

- Provides instruction in the use of media production equipment
- Provides basic troubleshooting and maintenance of video and audio equipment
- Provides consultation and recommendations related to media promotions and resources
- Manages production budgets, timelines, and productions
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations.
- Performs other related duties as assigned

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in-person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard at normal conversational distance or on the telephone; physical mobility sufficient to move about the work environment (office and location) and drive an automobile; physical strength to lift a minimum of 40 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Associate of Arts degree from an accredited institution in Broadcast Journalism, Film or other related discipline
- Minimum of two (2) years of technical training
- Minimum of five (5) years of relevant work experience
- Any combination of post-secondary education, training and experience which has provided the applicant with the required knowledge and abilities to successfully perform job duties (e.g. demonstrated competence in the direction, maintenance and operations of media production within a studio or field-based environment)

**Knowledge of:**

- Pre-production processes such as storyboarding, idea development, talent evaluation and selection, and scriptwriting
- Pre-production processes such as project planning, budgeting, and team building
- Professional video production procedures, practices, techniques, and terminology
- Studio and field-based production with multi-camera shooting
- Principles of analog and digital video capture
- Professional television production equipment operation including recorders, audio recording equipment, file compression, video switching, character generation, graphics manipulation, lighting, and post production equipment
- Camera operation across a wide range of uses (studio, remote, live) and formats (analog, digital, high definition)
- Applications including but not limited to Final Cut Studio, AVID, and Adobe Creative Suite video editing software
- Maintenance and troubleshooting of broadcast quality video production and post-production equipment
- Digital video algorithms
- Lavalier, cardioid and shotgun microphones
- Safety practices related to video production

**Skills and Abilities:**

- Operate and maintain a variety of analog and digital video cameras
- Operate and maintain a variety of video editing equipment including analog and digital
- Creatively plan and translate abstract concepts into effective visual form
- Work with staff to organize and implement videotaping of instructional or other video productions
- Work with clients and talent to be comfortable in front of the camera
- Adapt video products to fit needs of clients and target audience

- Explain various principles of production to clients and students
- Develop and optimize workflow techniques to manage complex video projects effectively and efficiently
- Establish and maintain effective relationships with those contacted in the course of work
- Design, install, configure and troubleshoot production related application software
- Lead quality assurance activities for all media productions
- Provide evaluation and recommendation for production related hardware and software applications
- Work closely with management in long-term plans and strategies for media production services
- Instruct others in the use and care of production technology and software
- Perform advanced maintenance and troubleshooting of production hardware and software
- Use a ticketing system for tracking time and services
- Exercise reasonable judgment in unusual circumstances
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Communicate in English, clearly and concisely, both orally and in writing
- Meet deadlines and manage multiple priorities
- Research and remain current on the developments and applications of state of the art media production technology
- Perform mathematical calculations with speed and accuracy

**Desirable Qualifications:**

- Experience in public education

**Licenses and Certifications:**

- Possession of an appropriate California Driver's License with evidence of insurability.

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