

## MONTEREY COUNTY OFFICE OF EDUCATION

### STUDIO ENGINEER

**Classification:** Classified

**Salary Level:** 43.5

#### **DEFINITION:**

Under the general direction of the Director II, Media Center for Art, Education and Technology (MCAET), the Studio Engineer is responsible for ensuring the efficient, effective operation of MCOE video and audio studios and provides instruction on the proper use of studio equipment for vocational and charter school students; maintains the studio schedules, supervises students and contractors utilizing studio equipment and facilities, provides organizational level maintenance and repair of equipment, supervises and operates studio control rooms, and assists with video production and content editing for MCAET on-air and field 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:

- Supervises and operates control rooms for television broadcasts, streaming video, film, radio, and other media endeavors
- Supervises, instructs, and supports student interns and on-demand production assistants for studio productions
- Provides direct instruction to students on all phases of studio productions for television, film, and radio broadcasting
- Plans and facilitates studio and live video productions including camera control, set and lighting design and audio production
- Programs, plots, and operates lighting equipment including physical assembly and breakdown as required
- Selects, positions, adjusts, and operates equipment used for amplification and recording
- Monitors audio signals to detect sound-quality deviations or malfunctions
- Consults with producers and performers to determine video, audio, and lighting requirements
- Maintains and manages studio and equipment scheduling
- Provides video production and editing of content for MCAET on-air field productions
- Prepares and submits reports regarding studio performance and usage
- Maintains and manages use of studio props, dressing rooms, and other studio related facilities and equipment
- Provides component level troubleshooting and maintenance of video, audio, lighting, and other studio equipment including HD cameras, microphones, mixers, and lighting equipment
- Provides consultation and recommendations related to studio usage and resources.
- Stays abreast of constant changes in technology by investigating new systems, techniques and equipment
- Establishes and maintains effective work relationships; and, provides excellent customer service
- Reads, understands, and applies oral and written policies and procedures
- Provides input to studio/theater 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 sufficient to lift 50 pounds and 100 pounds with assistance; 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 Technology, Film or other related discipline
- Minimum of two (2) years post-secondary coursework in a related technical field
- 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 supervision, maintenance and operations of TV/Film, radio, and theater production within a studio or field-based environment)

#### **Knowledge of:**

- Studio control center operations and best practices
- Professional video and radio production procedures, practices, techniques, and terminology
- Studio and field-based production with multi-camera shooting
- Principles of analog, digital and high definition 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)
- Lighting equipment setup and operation in studio and field use
- Live and taped TV/Film and theater production values
- Television and digital transmission
- Video editing using applications including but not limited to Final Cut Studio, AVID, and Adobe Creative Suite video software
- Maintenance and troubleshooting of broadcast quality video production and post-production equipment
- Use of personal computers for productivity, research, and studio functionality purposes
- Digital video algorithms
- Lavalier, cardioid and shotgun microphones
- Facility management, scheduling, and logistics for media production activities
- Safety practices related to video production

#### **Skills and Abilities:**

- Operate and maintain a variety of analog, digital, and high definition video cameras
- Operate and maintain a variety of studio and field-based lighting equipment
- Instruct students and contractors on the proper use of equipment and operations within a studio/theater setting
- Work with clients and talent to be comfortable in front of the camera
- Explain various principles of production to clients and students
- Develop and optimize workflow techniques to manage complex studio projects effectively and efficiently

- Design, install, configure and troubleshoot studio control center related application software
- Design and implement various reports on facility and equipment usage
- Lead quality assurance activities for all studio equipment installations
- Provide evaluation and recommendation for studio related hardware and software applications
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Instruct others in the use and care of production technology and software as used within a studio and/or field setting
- Perform advanced maintenance and troubleshooting of studio hardware
- Meet deadlines and manage multiple priorities
- Research and remain current on the developments and applications of state of the art TV/Film and radio production technology
- Work both independently and function effectively within a team setting
- 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
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English, clearly and concisely, both orally in writing Apply basic project management techniques

**Desirable Qualifications:**

- Experience in public education

**Licenses and Certifications:**

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