



## VIDEOGRAPHER PRODUCER

### Characteristics of Work

This is work involving the television production of training programs. Incumbent duties include the responsibility for total concept, planning and execution of an assigned program and/or series including budget, preparation and control, set design and construction, directing, producing, editing, writing, lighting and graphic arts. The incumbent is responsible for the total film production package including project assignment, writing and insuring the production of a program. Minimal supervision is received from an administrative superior.

### Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Coordinates, evaluates and assists with the development of the program material with instructional developers.

Originates formats, monitors production time utilization, and approves script format for instructional program development.

Works closely with instructional staff to insure coordination of all production elements; responsible for lighting design and execution and other support elements for and during actual video production.

Completes filming and editing within designated production time.

Operates sound recording equipment, sound mixing and sound transfers equipment, film camera of all types, and video equipment including a video production picture camera, console editing machine, synchronizers, and film marking equipment, lighting equipment, and special effects.

Edits work prints according to script with assistance from instructional staff and performs all other laboratory procedures necessary to achieve a finished program.

Acts in the capacity of producer, director, camera operator, sound recorder, or gaffer as needed for production. Controls quality in all phases of film production, both technical and artistic.

Transfers and edits video tape when required in the production of the film or program.

Related or similar duties are performed as required or assigned.

### Minimum Requirements

A Bachelor's Degree from an accredited four-year college or university in Radio/Television/Film or a directly related field and two (2) years of experience in work directly related to the above-described duties;

OR

Minimum Requirements (Continued)

Graduation from a standard four-year high school or equivalent (GED) and six (6) years of experience in work directly related to the above-described duties.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.

NOTE: Portfolio required when contacted for an interview.