MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title
Digital Video Production Technician

II. Position Description
Under the supervision of the Director of Information Systems/Technology, utilizes specialized skills to facilitate operations in areas related to design, production, distribution and use of digital video media and associated equipment; including, but not limited to, CATV and streaming platforms. Performs a wide variety of duties related to the production and use of digital video media; provides technical assistance for producing video recordings and sound/slide presentations as needed by District users. Provides information and instruction in the use and operation of equipment; and does related work as may be required.

The incumbent in this position will have frequent contact with District Administrators and other staff, coordinating and recording educational video/media productions. The incumbent will work under a structured adjustable schedule, which includes some nights. May be required to perform minor repairs and adjustments to equipment.

III. Example of Duties/Responsibilities
A. Remote control audio and video systems operator for the video recording of School Board meetings and other events as assigned - E
B. Provides technical guidance, operational services, and assistance in the video recording and production of video programs for educational and/or public information purposes - E
C. Creates, updates and disseminates digital visual or video promotional media for District-to-Community engagement and information via cablecasting system - E
D. Handles programming and scheduling of Educational Access Cable channel MVEd-TV - E
E. Produces informational and educational videos - E
F. Coordinates with Public Information Officer and Digital Media Specialist for acquisition and distribution of additional content, and ensures timely distribution thereof
G. Reviews video programs submitted by sites and coordinates the airing/streaming of said programs
H. Performs DVD duplication duties for Public Records requests
I. Supervises students, volunteers, employees involved in the filming of meetings, programs or events
J. Advises and coordinates with schools and staff to ensure proper technical quality standards
K. Reviews and advises on the purchasing and installation of video and audio equipment relative to District specifications
L. Performs minor repairs on said equipment
M. Performs related duties as may be required -E

E = Essential

IV. Minimum Qualifications

Knowledge of:
- Video recording and television production
- Circuitry and mechanical operation of television/cable, video and audio systems, video camcorders, recording devices, and other types of audio-visual equipment
• Audio and sound theory
• Principles of electricity
• Television and Cable systems
• Record keeping systems
• General public relations
• District policies, procedures and terminology
• Appropriate safety precautions and procedures

Ability to:
• Operate and install video production equipment
• Establish and maintain effective working relationships
• Learn to guide, organize and schedule the work of others (a-23)
• Understand the technical aspects of equipment
• Communicate verbally and in writing
• Communicate effectively using correct pronunciation and grammar
• Use independent judgement
• Assess and resolve problems
• Understand, interpret and apply rules and written directions to specific situations
• Work under pressure, meet deadlines and establish priorities
• Maintain confidentiality of privileged information
• Learn and utilize new and current technologies
• Create clear and comprehensive reports and keep complex records

Education and Experience
• Graduation from High School or equivalent
• Completion of college or trade/technical school in Audio Visual Production with one year experience in audio visual production
• Training in electronics and sound
• Training in video recording and production, post-production and master control automation systems
• Three years’ experience in audio visual production

License and Certificate:
• A valid California Motor Vehicle Operator’s License

Working Conditions:

Environment
• Indoor/outdoor
• Noise
• Office/school campus
• Subject to frequent interruptions
• May need to provide own vehicle for traveling from site to site
• Working in a cramped or restrictive work space

Physical Abilities:
• Dexterity of hands and fingers to operate within and around equipment
• Kneeling, crawling, lying on back
• Reaching overhead, above the shoulders and horizontally
• Hearing and speaking to exchange information
• Visual ability to read and prepare/process documents and instructions
• Standing /sitting for long periods of time
• Mobility
• Bending, stooping, and squatting
• Twisting at waist
• Gripping and Grasping
• Climbing on step stools or step ladders
• Working at heights
• Medium work: lifting, carrying, pushing and/or pulling up to approximately 50 pounds

Hazards:
• Exposure to noise, fumes, vapors and dust from equipment operation
• Working around and with machinery having moving parts
• Exposure to electrical power supply and high voltage
• Working with equipment that generate unexpected heat

Board Approved: 11/16/99
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