

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
PRODUCTION ASSISTANT

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**DEFINITION**

Responsible for the creative design and editorial treatment of assigned programs, program segments and related materials produced by Iowa Public Television or designs, organizes, oversees, constructs and creates graphic displays; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Coordinates the use of appropriate equipment, personnel and facilities needed for program production.

Obtains price quotations and schedules rental equipment including lights, audio equipment, satellite uplink trucks and various other video production equipment as assigned.

Locates and/or assists in determining sites for on location productions.

Schedules studio and post production times for program production.

May produce research and write material for all or a portion of a program as assigned including promotional spots and segments.

Locates audio and visual materials including films, still photographs, videotapes, music and sound effects for use in program production.

Obtains copyright clearance and arranges for appropriate payment to copyright holders.

Performs a variety of functions during production as assigned, including directing, off-line editing, on-line editing, programming and operating electronic graphic equipment, and assisting the producer and/or director.

Processes payment of contracts for talent and extra personnel and makes arrangements for travel and appropriate releases.

Maintains a supply of all production forms, an inventory of work group videotapes, files program logs, copyrights, talent releases and program information.

Using various precision technical electronic devices, creates graphic and/or scenic displays for broadcast, print, and/or interactive multimedia use.

Designs, lays out, story boards and creates art for video presentations (station identification, underwriting announcements etc.) and for newspaper ads, posters, booklets, publications, promotional material, signs, charts, letters and reports.

Designs and executes material for interactive multimedia presentations or for use as settings for IPTV broadcasts.

Consults with IPTV personnel to determine how best to illustrate ideas and concepts -- to find the most effective way that complicated and often specialized information can be translated into effective electronic, printed or interactive multimedia graphics projects, television set designs and network displays.

Photographs events and personnel with still cameras for televised and print use.

May plan, design and construct displays and exhibits of moderate complexity, and, as required, animate them with mechanical or electric devices.

Obtains estimates for the budgetary impact of graphic and scenic projects. Consults with vendors for product replacement, service and acquisition and completes necessary paperwork for purchase.

Assists in the maintenance of graphic and scenic inventories.

### **COMPETENCIES REQUIRED**

Knowledge of current broadcasting and video techniques.

Knowledge of the principles of public relations.

Knowledge and understanding of all applicable rules and regulations governing the production of public television programs.

Knowledge of, and working familiarity with, electronic graphic devices, such as electronic still stores, digital display devices, electronic character generators, computer-assisted and computer-based design.

Knowledge of the principles, techniques and media of broadcast graphic, scenic, and multimedia design.

Knowledge of animation, layout, composition, color usage, lettering, freehand drawing, and paper stock.

Knowledge of current trends in the field of broadcast design.

Knowledge of source materials, guidelines, and methods which can be used to resolve problems or situations in the pre-production, production, and post production process.

Ability to originate, design, and create settings for television programs and/or illustrative materials for print, electronic, and photographic mediums.

Ability to plan and direct art projects.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to apply personal ethical standards such as honesty, responsibility and trustworthiness required to be a productive employee.

Ability to work cooperatively with others as part of a team.

Ability to adapt to and work effectively with a variety of situations, individuals or groups.

Ability to take initiative to do more than is expected or required in the job.

Ability to coordinate people and other resources required to accomplish the desired objective.

Ability to establish and maintain cooperative working relationships.

Ability to handle short time deadlines and pressure situations.

Ability to see problems, situations, or people from differing perspectives that allow opportunities for new and/or innovative solutions.

Sufficient stability to respond to intensely emotional reactions, to adjust to fluctuating work pressure, deadlines, change, or difficult situations without being negatively impacted by stress.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with major coursework in: broadcast journalism; mass communication; film; or art and graphics which included a course in television graphics or scenic design;

OR

a combination of education and experience, substituting one year of professional level work experience in television production for thirty semester hours of the required education to maximum substitution of four years.

**NOTE:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to Iowa Public Television.

Effective Date:     4/98         BW