

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ASSISTANT VIDEOGRAPHER

DEFINITION

Performs Electronic Field Production (EFP) shooting and editing of electronic field productions for use by Iowa Public Television; 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

Assumes responsibility for lighting, camera, sound/audio, and general technical support for productions by conferring with the producer/director as to the needs of the production, and making sure those requirements are met to his or her satisfaction.

Determines the type of equipment to be used to meet the needs of the production, and has that equipment ready as required.

Surveys general effect of the setting, and makes necessary changes in lighting, camera position, and angle as needed.

Assumes responsibility for preparing of videotapes for assembly, editing, and transfer.

COMPETENCIES REQUIRED

Knowledge of EFP.

Knowledge of EFP cameras and recorders.

Ability to plan and direct the work of others.

Ability to establish and maintain cooperative work relationships.

Ability to photograph and to creatively edit videotapes for productions at Iowa Public Television.

Ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

Ability to maintain one's emotions and respond appropriately.

Ability to work under stressful conditions.

Skill in the use of EFP cameras, video recorders, and related lighting and support equipment.

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 study in cinema, telecommunicative arts, or other job-related curriculum, and one year of full-time experience in motion picture production and/or EFP and/or film and EFP video editing;

OR

four years of any combination of recognized post-high school training in the specified curricula and qualifying experience may be substituted for the college or university degree;

OR

successful completion of graduate school course work (thirty semester or equivalent hours equal one year) with major study in the specified curricula may be substituted for the experience.

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 the employing agency.

Iowa Public Television
6450 Corporate Drive
Johnston, Iowa

Effective Date: 01/97 BW