

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

VIDEO PRODUCTION COORDINATOR

DEFINITION

Coordinates the activities of crews in production or post production editing of locally produced Iowa Public Television programs; 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

Assists a supervisor by performing, in accordance with set procedures, policies, and standards, such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the workload and checking work; makes recommendations on appointments, promotions, and reassignments.

Schedules production crews according to needs; assures the proper allocation of necessary personnel and equipment.

Develops post production schedules and assigns editing staff to specific editing projects for the purpose of final assembly of broadcast, or non broadcasting training or contract products.

Determines financial, technical and staffing resources necessary for successful completion of production projects; maintains regular contact with companies producing cutting edge technology; attends trade and technology events as a representative of IPTV.

Oversees the operation of all post production equipment and facilities; trains personnel in the use of editing equipment including the AVID computer based editing system.

Collaborates with management team members involved in all phases of production including the production manager, engineering, graphics, and senior program producers; participates in the development of a production plan and commits resources to schedules needed for final product development.

Oversees the use of freelance editing, camera and lighting crews; makes selection decisions and determines if contract terms are met; operates camera and editing equipment when necessary.

Acts as a management staff member in charge during specific time frames; participates on personnel selection teams; makes recommendations to management on the use of specialized equipment by staff and freelance personnel.

Develops procedures for improving the efficiency and creativity of all aspects of post production and for improving the coordination of various production units involved in program creation.

Oversees production activities during unusual and irregular hours for the purpose of meeting production schedule deadlines.

Serves as project manager of lighting/camera crews or linear and non-linear equipment editing on particularly critical projects.

COMPETENCIES REQUIRED

Knowledge of the principles, trends and techniques applicable to video production and post production.

Knowledge of the principles and techniques involved in project planning coordination, evaluation, and communication.

Knowledge of modern broadcasting theory, methods and techniques.

Ability to operate and train personnel in the use of sophisticated, state of the art production, post production and graphics equipment.

Ability to coordinate people and resources required to accomplish specific objectives without the need to rely on the use of line supervisory authority.

Ability to negotiate specific work agreements with freelance personnel and to negotiate priorities for the use of personnel and equipment.

Skills in the operation of computerized editing equipment and specific software applications.

Skill in the use of lighting instruments or equipment needed to create special lighting effects.

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. Follows policy and cooperates 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 college or university with major course work in television or motion picture production, broadcast journalism or other job related curriculum and experience equal to three years of full time work in motion picture, radio, or television production and/or editing;

OR

an equivalent combination of education or experience substituting one year of post high school technical training in the above for each year of the required education;

OR

an equivalent combination of education and experience substituting one year of qualifying experience for each year of the required education.

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 Iowa Public Television.

Effective Date: 8/05 DF