



## MEDIA TECHNOLOGY AND PRODUCTION SUPERVISOR

### JOB SUMMARY

Under general direction, plan, oversee, participate in and provide technical support for media productions in video, audio, graphic and live-stream formats; research, develop, oversee and implement new technologies, systems and processes for live-streaming, video production and media distribution; train and supervise the performance of assigned personnel; perform related duties as assigned.

### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, oversee, participate in and provide technical support for media productions in video, audio, graphic and live-stream formats; serve as a resource and provide technical oversight and assistance before, during and after productions. **E**
- Research, evaluate and develop recommendations regarding the purchase of media hardware and software technology; prepare recommendations to improve operational effectiveness and minimize costs; oversee the implementation of new production technologies, systems and processes. **E**
- Identify and troubleshoot incompatibilities and technical issues between computer, video and network hardware, software and peripherals; assure proper server backup of data. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Provide training to District staff in media production and live-streaming technologies and software; utilize video edition, motion and graphic design software to create instructional training and promotional media. **E**
- Participate in the development and monitoring of department production, workflow and media standards; work with administrators and staff to develop effective media communications and distribution workflow standards and practices. **E**
- Oversee the maintenance of and assure studio facilities, production equipment and infrastructure are maintained and operational; create custom length audiovisual and networking cables commonly used in film, video and audiovisual productions. **E**
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities, resolve issues and exchange information. **E**
- Participate in the maintenance of the department equipment inventory management system; develop and implement standards for archiving and distributing media; provide support to media production storage systems. **E**

- Operate and maintain a wide variety of video, audio and live-stream production equipment; operate digital cinema and video cameras in Electronic News-Gathering (ENG) single and multi-camera assignments. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Media Technology and Production Supervisor plans, oversees, participates in and provides technical support for media productions in video, audio, graphic and live-stream formats. An incumbent will research, develop, implement and oversee new technologies, systems and processes for live-streaming, video production and media distribution. An incumbent works as a team member on studio, field and live event productions providing technical oversight and assistance.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Hardware, software and equipment used in digital media production in video, audio, graphic and live-stream formats.

Video codecs, containers and encoding.

Set up and operation of lighting control systems.

Streaming video protocols.

Safety standards and practices in film, video and audiovisual production.

Installation, configuration and maintenance of computer hardware, software, networks and peripheral equipment.

Capabilities of network server systems.

General copyright laws.

Operation of office equipment including a computer and assigned software.

Operation of hand and power tools.

Record keeping and report preparation techniques.

Principles and practices of supervision and training.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

#### **Ability to:**

Plan, oversee, participate in and provide technical support for media productions in video, audio, graphic and live-stream formats.

Identify and troubleshoot incompatibilities and technical problems between computer, video and network hardware, software and peripherals.

Supervise and perform creative editing of video productions on non-linear editing software.

Operate a variety of audio, video, lighting and technical production equipment and media production software.

Operate a variety of office equipment including a computer and assigned software.

Operate hand and power tools.

Observe health and safety regulations related to film, video and audiovisual productions.

Analyze complex technical issues accurately, logically and quickly.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Plan and organize work.

Work independently with little direction.

Maintain current knowledge of technological advances in the field.

Train and supervise the performance of assigned staff.

Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Bachelor's degree in film or video production or a closely related field.

**Experience:**

Three years of experience in digital film or video production, editing, audiovisual or live event production. Experience in a lead or supervisory capacity is desirable.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Studio and office environment.  
Working outdoors on location, in confined spaces and at heights.  
Driving a vehicle to conduct work.  
Evening or variable hours.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer and specialized equipment.  
Seeing to read a variety of materials.  
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders or scaffolding.  
Bending at the waist, kneeling or crouching.  
Walking over rough or uneven surfaces.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.