



Classification Title: Educational Television Video Production Specialist

Department:	Educational Television	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	25
Supervision Received From:	Manager, Educational Television and KKSM Operations	Date of Origin:	10/2025
Supervision Given:	Direction and Guidance	Last Revision:	10/2025

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Serves as the lead video editor and cinematographer; creates high-quality instructional videos, documentaries, and promotional videos; operates professional video equipment; performs color correction and audio mixing; receives project work direction from the Educational Television (ETV) Producer and collaborates with ETV team members and Media Studies faculty and students to share skills, knowledge, and production processes.

DISTINGUISHING CHARACTERISTICS.

The Educational Television Video Production Specialist is distinguished from other ETV classifications by its responsibility for all video production aspects of ETV including cinematography, editing, color grading, and motion graphics creation. This position serves as the lead video editor and cinematographer, focusing on the creative and technical execution of high-quality productions, while the Educational Television Broadcast Specialist handles media distribution and workflow analysis, the Educational Television Producer manages overall production planning and direction, the Educational Television Engineer maintains and repairs equipment, and the Educational Television Broadcast Assistant monitors transmissions and provides basic editing support for broadcast operations. The Educational Television Video Production Specialist concentrates specifically on the artistic and technical quality of video content through detailed editing, professional camera operation, color correction, and sound design to ensure productions meet broadcast standards.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Serves as the lead video editor and cinematographer for the Educational Television department; trains and provides guidance to faculty, staff and students in the operations of facility systems, applications, and equipment, and in a variety of video production duties such as basic editing and camera operation; assigns work and ensures completeness, accuracy and conformance with District, department and regulatory standards; monitors work flow to assist in ensuring that established deadlines are being met in an optimal manner; provides information, guidance and training on work procedures and technical requirements; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.
2. Operates digital editing systems to create high quality instructional videos, documentaries, and promotional videos for broadcast and digital distribution; creates accurate and detailed edits in a timely manner.

3. Operates professional video cameras to capture high quality footage for the creation of instructional videos, documentaries, and promotional videos for broadcast and digital distribution; leads the lighting design for studio and remote productions; sets up and operates a wide variety of broadcast quality television studio and remote production equipment including computer editors, cameras, computer graphics, digital switchers, effects generators and audio consoles.
4. Performs basic color correction and color grading, including ensuring video luminance and color levels meet technical specifications required for television broadcasts; provides finishing services, including incorporating video effects and animations, graphics, and packaging the finished programs according to established formats required for broadcast and distribution.
5. Creates motion graphics and lower-thirds graphics; mixes audio, identifies music and edits the overall sound design for all video productions.
6. Assists in the import, management, and archiving of ETV media storage.
7. Performs basic equipment maintenance and diagnostics to ensure continuity of operations; researches and recommends purchases for video production/streaming and post-production equipment and software.
8. Effectively collaborates with ETV team members, faculty, staff, short-terms, students and interns by sharing skills, knowledge, and production processes; participates in video production project meetings to help evaluate project complexities and technical components; collaborates to define project goals and communicate concepts, scope, themes, and related elements.
9. Keeps abreast of new technologies and trends within the video production, post-production, broadcast and video editing fields; incorporates new developments and elements into production and post-production when appropriate; examines and evaluates other video production programs to improve departmental workflow and production methodology.
10. Coordinates and oversees closed captioning of media for all instructional and general use content.

Marginal Functions:

1. Operates District or personal vehicles to drive to remote production sites.
2. Maintains working knowledge of broadcast distribution systems to provide backup support.
3. Troubleshoots equipment problems and coordinates equipment repairs with outside vendors or appropriate staff.
4. Attends and participates in a variety of professional group meetings.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of experience related to video production, cinematography, and/or editing.

Education/Training: Equivalent to an associate's degree from an accredited college or university with coursework in communications, television broadcasting, film production, digital media or a closely related field.

Licenses/Certificates: Possession of an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Advanced principles and procedures of video production, including high-level post-production audio/video editing equipment, software, operation and specifications.

2. Professional video cameras, lighting equipment, microphones, audio mixing boards, and editing software.
3. Digital video standards and best practices.
4. Color correction and color grading techniques and equipment.
5. Motion graphics creation and design principles.
6. Audio mixing and sound design techniques.
7. Media archival equipment and systems.
8. Broadcast distribution methods and platforms including over-the-air, cable, streaming, and video-on-demand services.
9. Various compression and transcoding software packages.
10. Federal Communications Commission (FCC) rules and regulations and broadcast and video standards.
11. Patch panels and switches.
12. Basic electronic troubleshooting and equipment maintenance procedures.
13. Modern office procedures, methods and equipment.
14. Occupational hazards and standard safety procedures.
15. Basic project management tools and techniques.
16. Local, state and federal regulations, including terminology and processes applicable to areas of assigned responsibility.

Skill in:

1. Using various video production equipment and software products.
2. Operating professional cameras and lighting equipment.
3. Performing color correction and color grading.
4. Creating motion graphics and lower-thirds.
5. Mixing audio and editing overall sound design.
6. Using media asset management software.
7. Operating broadcast automation systems.
8. Basic equipment testing and maintenance.
9. Keeping technical skills current to meet the department's expanding television production services.
10. Understanding and following oral and written instructions.
11. Working independently in the absence of supervision.
12. Communicating clearly and effectively both orally and in writing.
13. Mentoring students and interns in professional media production practices and providing constructive feedback to support skill development.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.
15. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet, and in a studio where the noise level is moderate; occasionally works in outside conditions, with exposure to weather, work on uneven surfaces and risk of electrical shock.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods of time, frequently required to stoop, kneel bend or crouch and lift up to 50 pounds; use a computer keyboard and broadcasting equipment; possess near visual acuity and the ability to differentiate operating equipment sounds. The employee must be able to drive between District and offsite and/or remote locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.