



VIDEO PRODUCER

2176

GENERAL DESCRIPTION OF CLASS

The VIDEO PRODUCER plans, directs and produces video productions. The Video Producer operates field and studio video cameras, related audio equipment, lights, and still cameras to obtain recorded or live images/sounds and operates professional digital audio and video editing equipment to produce final products for use by the agency or agency customers. Employees do this for project documentation, public presentations; legal exhibits, training, publications, educational promotional purposes as well as technical and engineering records. Performs related photographic digital editing processes, archiving, data base creation and management processes.

DISTINGUISHING CHARACTERISTICS

This is a single class and not currently part of a series.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below and other related duties.

1. Production Analysis and Planning

Write and review scripts. Meet with clients to identify production needs. Research proposed topics by interviewing subject matter experts, and investigating data from the internet and library. Plan and schedule shooting, location, equipment needed, and talent used to transform client's themes into compelling, coherent, and persuasive productions. Advise clients of potential problems and recommend strategy or techniques to overcome problems. Work with civil and mechanical engineers to determine the best way to capture all phases of the construction process. Plan with pilots/air traffic control to secure clearance for fly-over of security sensitive locations.

2. Logistics Coordination

Solely responsible for satisfying the client's video production needs, from project inception to final editing. Coordinate appropriate equipment, people, and transportation to best capture the required video footage. Gather, check and prepare equipment. Set up and test cameras, microphones, lights, and related equipment for proper operation. Make technical system adjustments to video cameras to accommodate lighting or other environmental conditions. Oversee packing, moving, loading, transport, and set up of equipment at production site.

3. Videotaping

Operate field or studio cameras and related equipment to record or capture live a variety of project material in a variety of environments including scaffolding, bridge sites, from aircraft, and outdoor construction sites. Adjust image or sound capture to enhance the purpose, foundation or focus of shooting project. Recommend shooting changes to client to get most appropriate and effective visuals. Make on-site technical adjustments or trouble shoot equipment to ensure continuous, quality operations.

4. Editing

Edit video and audio materials to meet project objectives using digital editing systems and multi-media computer applications. Time, mix and balance videotape to produce a single final product. Use digital imaging systems to scan and manipulate photographs and videos. Operate digital animation software to generate special effects and integrate digital animation and graphics into the final production as required.

5. Miscellaneous

Must keep current with the latest innovations and software applications to meet clients' ever demanding push for high quality products. Keep accurate and timely records and logs of all operations, program edits and equipment usage or breakdowns. Participate in workshops, seminars, practicum, and classes to enhance skills. Attend available training in subject area. Offer technical and artistic training, counseling and advice to staff.

Take portrait or scenic still photos as required for use in promotions, productions and publications. Photograph using traditional film cameras as well as professional, high resolution digital cameras. Prepare and enhance photos using image manipulation computer software. Operate, troubleshoot, adjust and maintain interrelated video, audio and lighting systems in studio and on-location productions.

RELATIONSHIPS WITH OTHERS

The Video Producer has daily telephone or in-person contact with agency staff to exchange information, discuss problems or provide services. There is also regular contact with other agency staff to explain or provide services. There is occasional telephone, in-person or written communication with vendors or technical specialists to exchange information relating to production and equipment technicalities and arrangements.

SUPERVISION RECEIVED

The Video Producer receives general supervision and guidance from a supervisor or manager who reviews workflow and job schedules as needed; reviews projects on completion for satisfaction of project goals. Artistic, technical, and performance standards as well as copyright laws and rules and regulations of the agency and the State provide guidelines for the Video Producer.

GENERAL INFORMATION

The Video Producer works a flexible schedule and must be available for night work, special conditions, and emergency situations. There is frequent travel to local and remote locations, and travel in small aircraft. The Video Producer works under adverse conditions, including temperature and weather extremes; and physical efforts including steep climbs up scaffolding and bridge structures, and long walks carrying heavy (20-25 lbs.) equipment over rough terrain.

Video production can occur in hazardous environments which will include: construction settings overrun with heavy, loud machinery; precarious locations that include extreme heights, unstable footing, snow/ice, and heavy rain; and aerial photography at low altitudes.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

The theory, practice and techniques of video production.
Production planning and problem solving.
Operating, basic maintenance and troubleshooting video cameras, lighting equipment, videotape recorders, and audio recording equipment.
The operation and use of editing equipment.

Skill in:

Writing scripts based on research and interviews with appropriate subject matter experts.
Presenting ideas in direct and understandable language and listening to others.
Using digital television and photography equipment (both on location and in the studio) including cameras, videotape recorders, editing systems, audio mixers, microphones, lights, etc.
Gathering, consolidating, analyzing, and evaluating facts and deciding logical action for production.
Recognizing problems and implementing solutions while productions are in process.

Some positions in this class may require the following:

A valid driver's license.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

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STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division