



City of Irving Job Description

Video Director/Editor

FLSA Status:	EXEMPT	Job Department:	Communications
Job Code:	C322	Reports To (Job Title):	Executive Producer

PURPOSE

Shoot, direct, and edit assigned television programs and perform a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Prepare and sets up sets and technical equipment (including production trucks).
- Direct regular productions, studio and remote, meetings and special programs.
- Shoot video.
- Edit segments, shows and special projects.
- Design and compose graphics for segments, shows and special projects.
- Assist with training of production interns and freelance personnel.
- Create and distribute DVD and tape copies (dubs) of regular shows and special projects for internal and external customers.
- Archive video and audio material relative to areas of responsibility.
- Attend regular and supplemental staff meetings.

OTHER DUTIES AND RESPONSIBILITIES

- Create and distribute electronic files (.mov, .wmv, .mp4) for internal and external customers (including social media sites and the city website).
- Image acquisition (still photography).
- Operate/Direct remote control camera.
- Procedural documentation.
- Design graphics for DVDs.
- Maintain electronic media storage (Archives/Backups).
- Assist and act as crewmember on productions.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately up to 5 interns depending on production size.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's degree from an accredited college with major course work subject field or field related to position.

EXPERIENCE

- Minimum of two (2) years of experience in video production

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.

KNOWLEDGE OF

- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Fine Arts: Theory and techniques required to capture images using a variety of cameras and supplemental equipment.
- Computer Usage: Computer hardware and software applications including video production equipment, non-linear digital post-production software and hardware, word processing programs including Microsoft Word and teleprompting software, graphics design software including Adobe Photoshop and various graphics composing programs for TV production and post-production (Inscriber, Final Cut Motion, Final Cut Text, Final Cut Live Type and others).
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, information & ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Originality/Creativity: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- Visualization: Imagining how something will look after it is moved or rearranged.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Subject to the requirements of Producer roles and Customer Service tasks.

EQUIPMENT AND PROPERTY

The employee will use cameras of various varieties, and related equipment; including: video, still SLR photography cameras, tripods, viewfinders, auxiliary items. Additionally, she or he will utilize production equipment; such as: microphones, studio and location lighting, back-drops and stands, light management devices (scrims, gels), cables, and studio sets.

She or he will operate production vehicles: large and small production trucks, cars, trucks and vans assigned to the department.

Finally, the role requires the use of computers and editing systems; for example, PCs and Apple platforms, two current editing programs and various retired programs, teleprompter systems (including laptops, monitors, and use-specific programs).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to balance, carry, grasp, handle, feel and lift up to 50 pounds, listen, see, sit, talk, and/or walk. Frequently, s/he is required to climb, drive a vehicle, kneel, push, pull, reach, run, smell, stand /stand still for extended periods and/or stoop. Occasionally, s/he is required to crawl, and/or work extended periods with limited opportunity to use a restroom.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is often exposed to a confining work space, dirty environment, heat and electrical hazards, extreme temperatures or weather conditions, high and precarious work places, improper illumination, and/or noise. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.