

SHAWNEE MISSION SCHOOL DISTRICT
Job Description

Position Title	Video Production Technician		
Department	Communications		
Reports To	Chief Communications Officer		
Revised By			
Approved By			

SUMMARY:

Responsible for effectively telling stories and providing information about and for the Shawnee Mission School District through video and live productions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Capture, edit, and direct video and multimedia programs and stories as assigned.
- Assist with setup, maintenance, and operation of video equipment both in-studio and on location.
- Research and recommend equipment upgrades for procurement.
- Request and maintain the necessary supplies and equipment.
- Provides video production and still photography support for district and school events and activities.
- Create professional video graphics using imaging software.
- Assist students and staff with video planning and video-based projects.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must have the ability to operate video equipment and software, including but not limited to, audio mixer, video recording devices, and non-linear editing equipment.
- Ability to operate various types of digital and video cameras for production, as required.
- Ability to perform a variety of tasks, change assignments on short notice, and perform tasks with multiple deadlines.
- Proficiency in using multimedia authoring and computer editing software, including but not limited to Adobe Premiere Pro, After Effects, and Photoshop.
- Possess working knowledge of Mac computers and Adobe Creative Cloud.
- Mastery of video editing software. Outstanding knowledge of video editing software and technology resources, video servers, and experience operating and troubleshooting technical problems

Skilled Craft/Technical, Grade 9

with broadcast systems.

- Must have professional experience in video production, with exemplary examples of writing, videography, computer editing, and graphic design.
- Engineering experience in studio and on-location production
- Understanding of live multi-camera productions, with proficiency in directing, technical directing, and best practices in live streaming.
- Demonstrated proficiency in setting up studio and location lighting and studio and location sound recording equipment.
- Ability to work effectively and interview students, staff, and community members.
- Ability to understand and apply Copyright Law and district policies.
- Must Possess valid motor vehicle operator's license and meet district driving standards annually.

LANGUAGE SKILLS:

- In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.

Education and/or Experience :

- College training and/or equivalent experience in video production

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

- Must be flexible for before and after office hours and weekend shoots.
- Must be able to lift and carry 25-30 pounds of equipment.
- Must be flexible regarding scheduling, working conditions, and the location of work.
- May require some physical exertion

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.