

Educational Television Production Assistant

Distinguishing Features of the Class

The work involves responsibility for assisting in various phases of the production activities at the city school district television studio. These duties would involve assisting in the production, duplication, dissemination and cablecasting of programs as delegated by a superior. This is an entrance level class which has limited responsibility in regards to script writing, editing and producing duties. The work is performed under direct supervision of either the Educational Television Director or Senior Producer with some leeway allowed for the exercise of independent judgement in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required

Examples of Work (illustrative only)

Operates television cameras utilizing the rules of good composition and following the Director's cues and frames up camera shots, as directed;

Assists in setting lighting, procurement and placement of props, interior design and graphic production for studio and remote television productions;

Assists in the construction, placement and striking of sets for various studio productions;

Sets up microphones and runs audio board during studio productions, as required; operates character generator and related equipment, as required;

Assists in the various clerical duties related to production, distribution and promotion of video taped programs;

Assists in remote location productions by carrying equipment, setting up and adjusting lights, logging shots, setting up and/or operating cameras, etc.;

Assists in, or trains in, the writing, producing and/or editing various types of television productions or shows;

May assist in the production of graphics, still photography, and performing, as required.

Required Knowledge, Skills, Abilities and Personal Characteristics

Working knowledge of the principles of television production techniques; working knowledge of the use of television studio cameras, camera techniques and related audio equipment; working knowledge of television lighting techniques; ability to perform video tape editing duties; ability to work closely and harmoniously with production and technical personnel and the general public; ability to work under pressure and follow oral and written directions; ability to learn the techniques of writing, producing and editing of television productions; good organizational skills and attention to detail; good hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

Minimum Qualifications Either

- (A) Graduation from a regionally accredited or New York State registered two-(2) year college with an associate's degree in Television Production, Educational Communications or in a field directly related to television production or broadcasting and one (1) year of full-time experience, to it's part-time equivalent, in television production activities. **NOTE:** Education beyond the Associate's degree may not be substituted for the one year of required experience.
- (B) Three (3) years of experience in television production activities; **OR**
- (C) An equivalent combination of training and experience as indicated by (A) and (B) above.