

Position Title	Video Production Specialist		
Working Title			
FLSA Status	Eligible	Job Code	
Salary Band	MP1	Revised	7/2022

General Purpose

With supervision and oversight from Communication & Development Director, this position records, produces and edits live and recorded video content including podcasts, library programs, public meetings, and studio productions.

Illustrative Examples of Duties and Responsibilities

Provide videography, camera operation, editing, audio mixing, and lighting for livestreamed and recorded programs including public meetings, studio productions, library events, and training videos.

Operate field or studio cameras and related equipment; recommend shooting changes for more effective visuals; make technical adjustments and troubleshoot equipment to ensure high-quality production.

Use digital production software and techniques to edit and mix captured video and sound to create videos with elements such as graphics, animation, sound effects, narration, and music.

Lead set changes (cameras, lighting, set assets, microphones, etc.)

Publish and/or stream video content to a variety of platforms

Maintain production database, video library system, and equipment.

Meet with internal customers to identify production needs; plan and schedule shooting; determine and coordinate equipment needs; advise and suggest techniques to overcome challenges.

Collaborates with other departments and partners to storyboard, research, film, edit, prepare, and submit video content for internal and external use.

Archive/Catalog/Manage District produced video content on a variety of platforms

Assist customers in the filming and editing of content produced through the Studio at the Spokane Valley library and/or other similarly purposed District spaces

Evaluate and recommend purchase of equipment/software for District video production

Cleans and disinfects work and public areas during assigned shifts

Performs other related duties as necessary

May perform seasonal tasks such as shoveling snow and spreading ice melt

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Supervision:

Reports to:	Communication & Development Director
Supervise:	N/A

Qualifications

The ideal candidate will have 3 years minimum experience in live video production using professional video, lighting, audio, and editing equipment and a working knowledge of video editing and compression software for editing, green screen keying and current color tools

The District may accept an equivalent combination of education and experience in lieu of the above.

Necessary Knowledge, Skills & Abilities

Knowledge of	Basic live video and audio production including video recording and editing and multi-track audio recording
	Sound systems, audio mixers, wireless microphones, professional video cameras, video monitors
	Live stream broadcasting directing
	General live production audio and video set-ups and strikes, including the handling of cable, speakers, microphones, and stage lighting
	General production multi-tasking.
	Current video formats and encoding tools
Skill in	Video and audio recording and editing in pre-, during, and post-production
	Digital editing
	Use of Adobe Suite
	Video compression for multiple platforms
Ability to	work in a fast-paced team environment to meet deadlines.
	Pack, load, transport, set-up and strike equipment for production.
	Troubleshoot audio-visual equipment.
	Demonstrate clear and concise speaking skills with individuals and groups.
	Confidently operate digital and analog audio mixers
	Communicating efficiently with non-technical staff and guests about technical issues
	Operate basic lighting, audio, and video equipment on your own without support from other technicians
	Communicate effectively with staff and others, both orally and in writing
	Interact in a professional and respectful manner with District staff and the public;
	Establish and maintain effective working relationships in a team environment;
	Use initiative, problem-solving skills, and sound judgment;
	Work quickly and accurately; follow directions; meet deadlines.

Work Environment

Work is performed primarily in a library environment. The noise level is typically quiet to moderate.
Work may be performed outdoors and exposure to extreme weather conditions may occur.

Remote Work

May be eligible for remote work.

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch for extended periods of time; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.
May occasionally be required to push and/or pull objects weighing up to 200 pounds on a wheeled cart.
May be required to perform duties outdoors, in various weather conditions.

Special Requirements

Background check required, per policy.

Driver's license record check may be required

Must have valid driver's license and required insurance when operating a privately owned vehicle for business purposes

Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops or conferences

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.