Position Title | Video Production Specialist
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Working Title | Video Production Specialist
FLSA Status | Eligible
Job Code | MP1
Salary Band | 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.*