

# S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

<b>Job Title</b>	Video Production Specialist		
<b>Reports to</b>	Communication & Development Director	<b>Supervises</b>	N/A
<b>FLSA/WMWA Status</b>	Eligible for overtime	<b>Remote Work Status</b>	Eligible for remote work
<b>Revision Date</b>	March 2025	<b>Compensation Band</b>	MP1
<b>Working Hours</b>	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
<b>Required</b>	Background & driver license check		

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

<b>Qualifications</b>
The ideal candidate will be able to build relationships at all levels, 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.
Ability to
Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services
Communicate effectively with staff and customers
Communicating efficiently with non-technical staff and guests about technical issues
Confidently operate digital and analog audio mixers
Establish and maintain successful team relationships
Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
Follow directions and work quickly and accurately to meet deadlines
Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
Interpret, apply, and support system wide policies, procedures, and services
Maintain confidentiality of customer information
Model behavior for high levels of service
Operate basic lighting, audio, and video equipment on your own without support from other technicians
Pack, load, transport, set-up, and strike equipment for production
Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
Troubleshoot audio-visual equipment
Use initiative, problem-solving skills, and sound judgement
Work in a fast-paced team environment to meet deadlines
Work with and troubleshoot office machines, such as copiers
Knowledge of
Alphabetic, numeric and/or alphanumeric order
Basic live video and audio production including video recording and editing and multi-track audio recording
Current video formats and encoding tools
Dewey Decimal system of classification
Digital editing

	General live production audio and video set-ups and strikes, including the handling of cable, speakers, microphones, and stage lighting
	General production multi-tasking
	Library services and resources
	Live stream broadcasting directing
	Microsoft Office and other software applications
	Sound systems, audio mixers, wireless microphones, professional video cameras, video monitors
	Use of Adobe Suite
	Video and audio recording and editing in pre-, during, and post-production
	Video compression for multiple platforms
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.

### Job Duties

The duties listed 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.

As part of the Communication Team:

- Uses 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.
- Operates field or studio cameras and related equipment; recommends shooting changes for more effective visuals; makes technical adjustments and troubleshoot equipment to ensure high-quality production.
- Collaborates with other departments and partners to storyboard, research, film, edit, prepare, and submit video content for internal and external use.
- Meets with internal customers to identify production needs; plan and schedule shooting; determine and coordinate equipment needs; advise and suggest techniques to overcome challenges.
- Provides videography, camera operation, editing, audio mixing, and lighting for livestreamed and recorded programs including public meetings, studio productions, library events, and training videos.
- Archives/Catalogs/Manages District produced video content on a variety of platforms.
- Leads set changes (cameras, lighting, set assets, microphones, etc.).
- Maintains production database, video library system, and equipment.
- Evaluates and recommends purchase of equipment/software for District video production.
- Publishes and/or streams video content to a variety of platforms.

Enforces the Code of Conduct.

Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary.

In addition, this position may:

- Clean and disinfect work and public areas during assigned shifts.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as needed or as directed.

**Work Environment**

Work is performed in an office environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

**Physical Demands**

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift, or move up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or book truck.

**Psychological Demands**

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.