

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **PRODUCTION ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general supervision, perform highly skilled tasks in the operation of a college-based Community Media cable television center and internet-related video channel on various platforms. The incumbent interfaces directly with community producers to coordinate airing of programs on public access channels that are under the control of the Chabot Television station. The incumbent organizes, produces, and participates in the development of television programs, studio and field productions for both the Community and the College.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Produces educational, cultural, and promotional television and web-based programs in coordination with other staff.
2. Schedules video services and update TV guides as needed to reflect any changes in programming in a timely manner.
3. Provides production assistance to arts, media and communication and other college entities as assigned; provides services for studio and field productions; prepares show format scripts; obtains student crews; configures and tests equipment for proper functions; develops video graphics; operates video production equipment and edits media using non-linear systems.
4. Identifies and makes adjustments to equipment to synchronize multiple video sources; maintains proper audio and video levels during operations as needed.
5. Provides training and work direction to students assigned to the station.
6. Diagnoses and troubleshoots equipment malfunctions; makes minor repairs; coordinates major repairs with contract providers as directed.
7. Prepares and maintains files and records including equipment inventories and maintenance histories; maintains system documentation.
8. Covers District and College events as needed.
9. Performs other related duties as assigned.

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**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Demonstrated experience and knowledge of the principles and techniques of video and television production, including the application of methods for directing and developing pre- and post-production programming content for both the Community Access station and the Educational Channel.
2. Knowledge of the operations and maintenance of video and computer hardware, and video and audio test equipment used in television production, including proficiency with personal computers on both Mac and PC platforms.
3. Familiarity with the latest trends in web-based video programs, web sites and internet delivery of video and audio content.
4. Knowledge and proficiency in the use of video and audio editing software and the use of word processing, email, and electronic publishing software programs.
5. Knowledge of principles and practices of marketing and communications.
6. Knowledge of basic principles of production management.
7. Knowledge of industry standard media production software.
8. Knowledge of studio lighting.

**Ability to:**

1. Ability to safely and effectively operate equipment used in television production, presentations, and operations; read, prepare, and understand related documentation including system flow diagrams and equipment specifications.
2. Demonstrated ability to communicate effectively both orally and in writing with producers, various city officials and others. Must be able to program TV Guides with accuracy with the proper grammar and spelling.
3. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community producers and college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college-level course work in television technology or a related field.

**Experience:**

Two years of increasingly responsible experience performing technical tasks related to marketing and video production and video technology including program editing, configuring and testing production equipment, and troubleshooting duties.

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**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a television studio environment. Positions are required to work evenings and weekends as necessary.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a television studio environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Adopted by Board of Trustees on: June 19, 2018

Effective: June 20, 2018

Job Family: Technical - Paraprofessional