

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	Television Production Assistant	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Television Producer	PAY GRADE:	745
DEPT./SCHOOL:	Communications	DATE REVISED:	2/28/06

PRIMARY PURPOSE:

Assist in the operation of the district's television studio including: production, maintenance, engineering, editing, video streaming, and on-air programming.

Duplicate and distribute video tapes, CDs, and DVDs for various schools and departments and provide necessary records.

Update and maintain a tape library.

Maintain a tape inventory of all videotapes, CDs, and DVDs used for production and duplication.

Assist in the technical education of students within the Communications Major Studies program.

Assist and instruct staff with the set-up and operation of video projectors, sound systems, and other related television equipment.

Maintain and operate all on-air programming.

QUALIFICATIONS:

Minimum Education/Certification:

- Bachelor of Arts or Science in Communications, Electronic Media, or related field and/or two years experience in television production, broadcast, industrial, or related television setting
- Valid Texas driver's license
- Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:

- Strong technical, communications, and organizational skills
- Thorough knowledge of the operation of television related equipment
- Effective organizational, communication, and interpersonal skills
- Willingness to execute written employment contract with Plano ISD

Minimum Experience:

- Experienced in television production, broadcast, industrial, or related television setting

MAJOR RESPONSIBILITIES AND DUTIES:

- Coordinate, photograph, edit and log footage of assigned videos and programs.
- Prepare video productions for on-air playback and/or video streaming, both electronically and manual.
- Assess and troubleshoot technical difficulties for students or staff.
- Work with various schools and departments to produce programs as related to education or community involvement.
- Demonstrate behavior that is professional, ethical, and responsible.
- Set up and record school board meetings and other school district events as assigned.
- Maintain computer files for videotape inventory, duplication, and other necessary records.
- Reconfigure, install, and maintain television equipment within the facility as necessary.
- Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.
- Follow attendance policy as assigned by supervisor.
- Perform other functions that may be assigned by the Administration and/or supervisor.

EQUIPMENT USED:

Television production equipment (cameras, mixing boards, lighting, projectors, amplifiers), computers, editing and video streaming software, studio facilities, cargo van

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands Environment:

Frequent lifting and carrying equipment up to 60 pounds; frequent twisting, reaching above shoulder, bending, climbing, and kneeling; exposure to electrical energy; no smoking policy

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by _____

Date _____

Reviewed by _____

Date _____

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor has the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.