

DEPARTMENT:
CLASSIFICATION:
APPROVED:

NIAGARA COUNTY COMMUNITY COLLEGE
NON-COMPETITIVE APPROVED NYSCSC 6/12/2024
JUNE 17, 2024

TV/VIDEO PRODUCTION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for fully producing, videotaping, and editing commercials, features, programs and other forms of visual media for a variety of purposes. Based on the needs of the project, the incumbent will use their artistic and technical skills to obtain video content that will convey the messaging of Niagara County Community College. Works with the NCCC Public Relations Office to advance recruitment and marketing objectives by use of video. The incumbent is responsible for setting up and operating video and multi-camera studio based television equipment. Work is performed under general supervision in accordance with established policy and procedures. Supervision may be exercised over the work of student assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plays a critical role in bringing the NCCC brand to life effectively and consistently through compelling video utilizing computer software such as Avid Media Composer, Adobe After Effects, Encore and Media Encoder.;
2. Produces media for various sized formats including digital signage;
3. Designs, transports, sets up, and operates production equipment, including audio and lighting equipment, for field and studio productions in a sole capacity;
4. Utilizes cameras such as the Sony FS7 and A7s with interchangeable lenses is required as well as full-size broadcast cameras such as the PMW-320.;
5. Shoots, edits and produces videos for marketing and/or academic purposes;
6. Attends events on campus and captures raw video and interviews for use in marketing and public relations materials;
7. Assists with script content creation, including storyboarding, props, budgeting, filming, and organizing the timeline, editing, producing and delivering video for internal and/or external audiences;
8. Direct voiceover talent at shoots, bringing out clear, concise instruction;
9. Oversees and directs all operations of the multi-camera TV Studio;
10. Performs simple, routine preventative maintenance and repair of video system equipment;
11. Performs dubbing and duplication of archival material;
12. Produces and ships out TV programs in a timely manner;
13. Maintains equipment inventory and field and studio production schedules;
14. Informs and instructs others in the operation of multi-media equipment;
15. Prepares and maintains a variety of records and reports as required;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the operation of video cameras and video editing systems; working knowledge of the care and storage of videos and other multi-media programs and equipment; working knowledge of the minor repair and maintenance of multi-media equipment; working knowledge of modern office software, hardware, and equipment used in this field including Adobe Premiere Pro; working knowledge of professional lighting setup; excellent communication skills; strong post-production and video-editing skills; ability to operate video cameras and video editing systems; ability to readily acquire familiarity with terminology, procedures, and equipment related to college multi-media work; ability to maintain simple records and prepare reports; ability to instruct and inform others in the operation of multi-media equipment; ability to follow oral and written instructions; ability to perform close, detail work involving considerable visual effort and strain; ability to get along well with others and work within a strong team-oriented environment; ability and willingness to move equipment weighing up to fifty (50) pounds across campus; ability to work quickly and effectively under deadlines; willingness to work evenings and weekends; manual dexterity; clerical aptitude; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

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TV/VIDEO PRODUCTION ASSISTANT CONTINUED

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma **AND** one of the following:

1. Graduation with an Associate's Degree in audio-visual or telecommunications technology, communications, media production, or closely related field; **OR**
2. Four (4) years of full-time paid experience in the operation of a variety of video production equipment including cameras, edit systems, and directing of live studio production.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: Possession of a valid NYS driver's license and reliable transportation at time of appointment and for the duration of employment.