

**TITLE:** Video Production Assistant

**QUALIFICATIONS:**

1. Bachelor's degree or higher from an accredited college or university
2. Knowledge and experience working in a cable television environment
3. Technical understanding of all phases of Video Production from pre-production, through to production, and on to post-production
4. Minimum 2 years experience with the Adobe Creative Suite (Premiere Pro, Audition, After Effects, Photoshop, Illustrator, Media Encoder)
5. Aptitude and competence for assigned responsibilities
6. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members and with the larger educational community
7. Such alternatives to the above qualifications as the School Department may find appropriate and acceptable

**REPORTS TO:** Educational TV Director

**JOB GOAL:** The Video Production Assistant is responsible for maintaining the Plymouth Public Schools TV Production Studio as an instructional support for teachers and students seeking to integrate TV production technologies into their instructional programming. The position will be working directly with students to provide video education opportunities at all levels of the Plymouth Public Schools. This position will assist the EDTV Team in district productions, ensuring that video projects are delivered to end users in a timely manner with a high degree of quality and care.

**PERFORMANCE RESPONSIBILITIES** (include but are not limited to):

1. Oversee all aspects of production, in-studio and in the field, while encouraging student growth and providing opportunities for deeper understanding of video production concepts
2. Assist in preparation, load-in, set-up and strike of studio as well as field productions while filming school and community events requiring evening and weekend availability
3. Facilitate mobile productions with a fluent knowledge of studio spaces, IP video, and remote video workflow
4. Assist EDTV instructors with curriculum content video creation and delivery on a number of platforms
5. Work cooperatively with other staff, administration, and outside technicians

6. Carefully maintain video production equipment, including troubleshooting damaged assets and following or establishing protocols to ensure equipment longevity
7. Work independently on assigned video projects, providing status updates and consistent delivery of projects in a timely manner, while prioritizing video projects based on various factors
8. Perform related tasks and assume related responsibilities as they are assigned by the program manager

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: Full Time; 190 day work year with 8 hour days

EVALUATION: Performance of this job will be evaluated in accordance with procedures established by the School Committee on the evaluation of professional personnel.

SALARY: To be commensurate with annual salary schedule approved by the School Committee for unaffiliated staff

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**