



For the future of every student

## **CLASS TITLE: STUDIO PRODUCTION ASSISTANT**

### **BASIC FUNCTION:**

Provide production assistance with the Adult Education's digital multi-media programs and TV show production; including pre- and post- production of television shows. Positions in this classification provide professional level technical assistance in the production of television programming and assistance to the teacher in the instruction of students in digital graphics software, including clerical support, and professional assistance in the production of television programs. Employees in this classification receive limited supervision within a broad framework of policies and procedures.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Is responsible for pre- and post-production of TV shows for the local educational channel; schedules production and broadcasts.

Produces and delivers digital multi-media\_products meeting established deadlines.

Edit TV shows using designated programs (including, but not limited to: Photoshop, Adobe After Effects, Final Cut Pro, CD/DVD authoring process software, etc.).

Encode video for web and broadcasting.

Configure external storage devices for output to multiple devices.

Set up and operate a variety of video equipment including cameras, computers, lighting and sound equipment.

Schedules studios and tracks equipment issuance.

Work with instructor and director on TV show storyboards.

Work with individual show personnel to secure necessary props and materials for the production of the shows and set up stages for the filming of shows.

Scouts locations for filming of TV shows and student projects for the local educational channel.

Back up files for classroom and studio, maintain production logs and schedules; research, access and download material from the internet.

Perform a variety of clerical functions in support of the teacher, including but not limited to input of data relative to students grades and progress; print monthly student progress reports; receive, open and record daily incoming mail, copy various materials; tracks attendance and coordinates with counselors who have referred students to program; maintain individualized student contract sheets.

Coordinate with the teacher in providing a high level of technical assistance for students working on projects in the studio, the classroom and remote locations in developing appropriate skills to utilize digital

graphics computer software; and assist with the evaluation and verification of competencies achieved by students.

**OTHER DUTIES:**

Performs related duties similar to the above in scope and function as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic principles of digital graphics software applications.

PC and Mac platforms.

Basic training techniques and principles for coaching and training of adults.

Principles of television pre- and post- production techniques.

Basic clerical functions including typing, filing, records set up and maintenance.

**ABILITY TO:**

Operate a variety of computer, sound, lighting and video equipment.

Utilize, and assist adult students in acquiring a high level of skill with a variety of digital graphics software, including but not limited to Final Cut Pro, Adobe After Effects, and Photoshop.

Provide production support for broadcasting processes to include encoding and programming.

Schedule studio time and track equipment used.

Confer with individuals involved in television shows to secure necessary props and equipment to properly stage the show for filming.

Meet established deadlines.

Identify and locate appropriate locations for local education channel TV shows.

Understand the needs of assigned students and effectively relate to those needs in a learning situation.

Provide a high level of technical assistance to adult students in developing digital graphics software skills.

Monitor, coach and supervise students in a variety of situations.

Review student work and work with students on projects that produce a high quality product.

Perform general clerical functions in support of a project based adult education classroom.

Maintain a variety of records and files.

Maintain regular and consistent attendance.

Establish and maintain effective working relationships with others.

Interface with a wide variety of clients and represent the program in a professional and competent manner.

Assist with the marketing of the program.

Understand and follow written and oral directions.

Operate of a variety of standard office equipment.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. Typically gained through hands-on experience with equipment used in the production of television shows and have had professional technical level experience working with television production and editing.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and proof of insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom, studio or remote location environments.

Travel from site to site.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to use precision tools

Lift objects weighing up to 50 pounds

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and to operate equipment.

Bending at the waist, kneeling or crouching to perform tasks.

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*Approved by Personnel Commission:* 05/16/2007

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