Digital Video Specialist

Job Code 50010088

General Description
Responsible for producing multimedia technologies and for performing advanced analog and
digital video services.

Examples of Duties
Manage requests for production.
Consult and train faculty and staff in the use of digital media.
Supervise and train student workers.
Service production requests.
Prepare invoices for services rendered.
Evaluate products and service for quality standards. Increase efficiency by training staff in media
production techniques.
Serve as a consultant for university community in the production of multi media.
Provide support on services offered.
Encode video content for different digital delivery systems.
Research, recommend and purchase equipment to enhance resources.
Maintain and repair our production resources.
Verify inventory.
Provide presentations and training materials.
Manage archival media server.
Develop and apply standards for media server.
Author and duplicate DVDs.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: institutional policies, procedures, purchasing guidelines; media production,
audiovisual and multimedia tools and techniques, video productions, audio recording, media
duplication theory, practice and techniques, international vide standards, data archiving software;
operation of studio equipment.

Skill in: prepare clear and concise sentences, letters, memos, and reports; drafting policy
statements; working as a team member; interacting with difficult people; problem solving and
decision making, presentation skills; implementing solutions; problem solving and decision
making skills; artistic, photographic, lighting, graphic design, digital imaging, video editing, motion graphics, web publishing, and networking skills.

**Ability to:** Understand complex written job instructions; technical materials; intermediate math; communicate effectively; troubleshooting.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the knowledge, skills, and abilities.

**Other Requirements**