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 multimedia.
- 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 video 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**