

TV Videographer / Editor

Position Details

Class Code: 4860

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direct supervision, assists with productions, field/studio camera operation, editing, and videography.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates studio and field camera systems as a videographer.
2. Positions and operates lighting equipment for studio/field productions and broadcasts.
3. Shades cameras during productions.
4. Operates audio equipment, sound mixers, microphones, and interruptible foldback systems (IFB).
5. Designs, constructs, installs, and removes studio production props and sets.
6. Creates basic graphics for productions.
7. Performs non-linear content editing; transcodes media for all digital platforms.
8. Collaborates with a multitude of people/personalities while maintaining a professional work environment daily.
9. Assists in planning/shooting broadcasts and digital media content (Facebook, YouTube, Twitter, etc.)

10. Edits/assembles raw recorded material such as camera footage, dialogue, sound effects, and graphics/special effects.
 11. Performs quality control on equipment, cameras, tripods, etc.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Assists in educational television production and broadcasting.

Knowledge, Skills, and Abilities (Position Expectations)

1. Embraces, supports, and develops the corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
 2. Ability to interpret written and verbal communication.
 3. Ability to operate field and studio television equipment; creates compelling stories with video.
 4. Ability to learn television production/broadcasting practices and procedures.
 5. Ability to meet predetermined deadlines.
 6. Ability to work flexible hours/shifts.
 7. Ability to recognize/report hazards and apply safe work methods.
 8. Ability to collaborate, listen to others, and work well in teams.
 9. Demonstrate flexibility and openness to change.
 10. Demonstrates strong attention to detail.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Associate degree from an accredited college/university in video production, broadcasting, or a related field, and five (5) years' work experience in television; or,
Seven (7) years' work experience in television.

3. Occupational Safety and Health Administration (OSHA) 10 Training (within six (6) months of hire.)

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – Vegas PBS TV station, schools, and remote production locations.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs. constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display terminal (VDT), or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers, television monitoring equipment, video cameras, sound equipment, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/27/23
- Created: 11/10/22