Foothill/De Anza Community College District

Production Operations Coordinator
(Educational Technology Services/Broadcast Media)

DUTIES AND RESPONSIBILITIES:
1. Coordinate and direct the producing, directing and editing of television programming for the District Media Center
2. Serve as liaison with faculty and staff regarding design and production of multimedia productions; train and provide work direction to assigned staff.
3. Supervise, train, schedule, and evaluate, student and contract personnel in the areas of television production and operations.
4. Provide video consultation, design, and production support to Foothill College and De Anza College faculty, staff and students, and public.
5. Negotiate and contract with vendors and contract personnel supplementing Foothill College and De Anza College productions; negotiate and contract with public users of the studio, equipment, personnel or production services of the Media Center.
6. Coordinate with the cable system operators of the community college network, the quality assurance and transmission levels of the DAC educational access channel. Coordinate with Distance Learning, the production of live teleclasses.
7. Handle all complaints regarding scheduling and program delivery.
8. Represent the college and Television Center on committees and other advisory groups as needed.
9. Perform other related duties as assigned.

KNOWLEDGE:
1. Knowledge of Broadcast/cable television production requirements including FCC, copyright regulations, insurance and legal issues.
2. Knowledge of video production including writing, designing and editing scripts.
3. Knowledge of instructional design and technology models, practices and procedures.
4. Knowledge of record-keeping techniques.

SKILLS AND ABILITIES:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Ability to coordinate the producing, directing and editing of television programming.
3. Ability to market and promote programming and productions.
4. Ability to train and provide work direction to others.
5. Ability to communicate effectively both orally and in writing.
6. Ability to operate a variety of audio and video equipment.
7. Ability to meet schedules and time lines.
8. Ability to plan and organize work.
9. Ability to work independently with little direction.

EDUCATION AND EXPERIENCE
1. Any combination equivalent to a Bachelor's degree in television, telecommunications, instructional design or related field.
2. Four years experience in a television/telecommunications facility or production unit.

SALARY RANGE: N-56
EEO Category: H-30