



Job Description

Job Title: College Video Film Maker

JTC: T82

Salary Range: N03

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Performs video production and film editing functions related to the production of college-based instructional video programs, recruitment/promotional activities and staff development productions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience determining camera angles, sound and lighting design for each scene. Must be energetic, confident and dedicated to creating effective productions. The ability to advance the district's tradition of excellence in academics, student life and community service through inspirational films.

Must have a creative vision as well as having the ability to resolve complex issues that may arise. Ability to shoot and capture sound in a studio setting simultaneously. Proficient in film production, including organizing, scheduling, experience with common graphic design and motion tool skills.

Must have experience and understand in film production, including skills in storyboarding, shooting scenes and editing. Must have a high level of self-motivation, commitment and dedication with the ability to work under pressure to meet deadlines.

Must have a full understanding of the script or message that's being produced as well as being knowledgeable of the entire film production process.

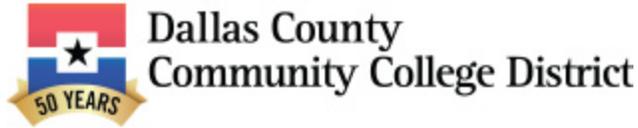
Oral and written communication skills to support interaction with a variety of DCCCD staff, interviewees and industry professionals, often from diverse backgrounds. Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Requires the ability to lift and carry moderately heavy equipment weighing up to 75 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree or higher plus one years of experience in video film production and film editing. Official transcripts will be required. Must have valid driver's license for off-site travel. Must be willing



and able to work hours other than 8:00 a.m. to 5:00 p.m. Monday through Friday. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates video production events through any of the following activities: script writing, directing, producing, editing, lighting and sound mixing. Evaluates and selects scenes from video footage based on entertainment, instructional value and contribution to learning objectives.

Catalogs film footage to provide access to individual historical film segments. Edits film segments to present information or learning objectives appropriate for a diverse audience.

Reviews assembled footage and making adjustments where applicable. Performs sound recording functions including operation of equipment to regulating volume and sound quality during filming.

Transports and operates a variety of audio, video and lighting equipment when required to film location. Manage and oversee projects and ensure project stays within schedule and budget. Prepare, maintain and keep inventory of equipment.

Provide guidance to other audio/video support personnel. Maintain and complete DCCCD professional development training fulfilling the required hours of professional development per academic year. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.