

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Photographer-Videographer	REPORTS TO:	Director, Communications
DEPARTMENT:	Video Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	044 OTBS
REVISED:	June 20, 2008		

BASIC FUNCTION:

Oversee technical and operational support functions of the Video Services Unit and serve as district photographer-videographer.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist with planning and organizing development, execution and distribution of programs and services, in collaboration with other departments and divisions under the general direction of the Communications Department. **E**

Perform all architectural, commercial, documentary, aerial, portrait, public relations, and journalistic photography and video production assignments for the school district. **E**

Process and edit digital photographs, retouch and enhance images as needed, using various computer software programs. **E**

Manage conversion of photographic images for multiple uses (video, still, web) and maintain archives of digital images, still negatives, prints, and slides. **E**

Edit video footage using computerized digital editing systems, ranging from simple scene compilations to complex productions involving graphics, special effects and music to ensure the most effective audio, video and content communication for the target audience. **E**

Implement district's online video streaming for professional development and communications-related activities. **E**

Oversee duplication of multimedia programs using analog and digital duplication formats and manage distribution of audio cassettes, video tapes, CDs, and DVDs for district. **E**

Operate remote-controlled video cameras during the cable-casting of Board of Education meetings and other events and be able to substitute for the director/switcher when necessary. **E**

Transport and set up audio equipment and public announcement systems for district functions and events. **E**

Recommend vendors for specific services or products. **E**

Order equipment and supplies and maintains inventory. **E**

Prepare reports as required. **E**

Make minor and emergency repairs to equipment. **E**

Arrange for major equipment service or repairs. **E**

Direct the work of assistants. **E**

Review condition of old and obsolete equipment and recommend replacement or purchase of new equipment. **E**

Review trade journals and periodicals and keep abreast of new techniques and equipment. **E**

Test and evaluate new products and assist in the preparation of specifications. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to college level coursework in video production including two or more courses in photography or photojournalism, and three years of recent, full-time equivalent, paid experience in diversified photographic and video production work.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern photographic and video equipment, materials, and methods.

Working knowledge of computers and software used in photography and video production including Adobe Photoshop, Apple Final Cut Pro and DVD Studio Pro or the equivalent.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Perform all artistic and technical work required for production of professional quality photography and video production.

Collaborate with requestors in planning photography or video projects including script writing if necessary.

Set up and maintain files and records and prepare reports.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office and outdoor setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

Job Code 6625

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