



Job Description

Job Title: College Video Film Maker

JTC: T82

Salary Range: N02

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 activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable about video production and film editing. Ability to utilize computer technology to access data, maintain associated records and generate reports. Able to manipulate and edit film pieces in a way that is invisible to the audience.

Able to project requests and work with individual departments to meet their video needs. Demonstrate an ability to maintain an efficient workflow to maximize productivity. Able to keep up to date with filming methods and equipment.

Ability to communicate effectively with varying levels of DCCCD staff and vendors from diverse backgrounds. The ability to manage multiple projects in a fast-paced high production work environment

Able to find solutions to technical or other practical problems. Must be prepared to innovate and experiment with ideas. Familiarity with special effects, Color Correction, 3D and compositing.

Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus four (4) years of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates video production functions through any of the following activities: script writing, directing, producing, editing, lighting and sound mixing. Performs sound recording functions including operation of equipment to regulate volume and sound quality during filming.

Edits film segments to present information or learning objectives. Reviews assembled footage and makes adjustments. Incorporates sound by mixing or supervises the mixing of final film soundtracks.

Transports and operates a variety of audio, video and lighting equipment when required to film on location. Catalogs film footage to provide access to individual historical film segments. Retrieves film footage and incorporates into assignments as required to enhance final product.

Evaluates and selects scenes from video footage based on entertainment, instructional value, contribution to learning objectives and tape quality.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related 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.