



Job Description

Job Title: Motion Imaging Production Coordinator

JTC: TTK

Salary Range: N04

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

Responsible for performing a variety of functions required for operating and maintaining multiple video and audio systems for creation, transmission and delivery of video and audio content. Manages the DCTV cable channel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Operational knowledge of audio, video, control and editing equipment. Able to perform administrative activities including purchase requisitions, invoice handling and studio use contracts.

Demonstrate an ability to interpret video picture monitor, waveform monitor, vectorscope, and audio monitoring equipment. Ability to be proficient in Adobe Creative Suite and Microsoft Office.

Must display communications skills to support interaction with varying levels of DCCCD staff and the general public from diverse backgrounds. Able to work closely with the entire production team to organize and streamline all production logistics.

Ability to manage the cable channel. Able to log all items received for production orders. Must have excellent organizational skills. Ability to multitask, work well under pressure and in a fast-paced environment.

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

Associate's Degree 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

Responsible for the technical quality and transmission of video programming in formats such as, but not limited to, cable television (CATV), streaming video, webinars, radio frequency (RF), microwave and satellite.

Responsible for studio preparation and setup including operation and testing of all studio and related equipment. Duties include non-linear editing and file conversion, 2-way video operation, A/V Conference Room support and Motion Imaging and related departmental administrative support.

Manages the record, playback and automation systems for the DCTV cable channel performing content ingestion, play out control and maintenance of two servers, the file storage network and timed automation scheduling systems for 24/7 transmission to local cable providers.

Prepares equipment and systems for productions in the Main Studio and Studio C in support of Faculty, Staff and Outside Clients. Duties include setup and operation of electronic signal processing equipment systems including video, audio, graphics, teleprompter, two-way video, intercom and monitoring as well as the physical moving and placement of set pieces, lighting and furniture.

Troubleshoots equipment malfunctions; analyzes problems and coordinates repairs. Purchases equipment and supplies required for studios, and Motion Imaging. Provides backup A/V support for events and presentations in Conference Rooms and other District locations. Supervises the contractors who use or repair transmission and studio equipment. Coordinates and maintains videotape library database and storage. Oversees transfer of District video archive from various tape formats to DVD.

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. Provides excellent customer service.

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.