



Office of Human Resources
Television and Video Director-Editor - CA2615
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General Statement of Duties

Performs full performance, professional level work for Denver 8 by planning, directing, and editing studio, remote, field, live, and recorded productions.

Distinguishing Characteristics

Television & Video Director/Editor is distinguished from the Television & Video Production Support Technician, which level production support work by setting up studio and locations for video production and operating and maintaining television equipment. In addition, the Television & Video Director/Editor is distinguished from the Television Programmer, which performs professional level work coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements. Next, the Television & Video Director/Editor is distinguished from the Television & Video Producer, which performs professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions. Finally, the Television & Video Director/Editor is distinguished from the Senior Television & Video Producer, which performs professional and supervisory level work planning, producing, and coordinating studio, remote, field, live, and recorded productions.

Level of Supervision Exercised

By position, supervises technical staff, including on-call or temporary employees.

Essential Duties

Collaborates with producers and clients and executes the agreed upon concept, format, and content of assigned projects and/or programs. Discusses technical details and implementation of a production.

Designs graphics, motion, and/or animation to ensure that the visual schemes effectively represent the producer and client's vision and that the production meet established quality and production standards.

Works with producers to identify budget requirements, production ratios, and conceptual feasibility for studio, remote, live and recorded productions.

Plans the visual schemes when switching during shoots to effectively capture the unfolding of events.

Analyzes and designs technical plans for studio, remote, filed, live, and recorded productions; organizes and schedules the equipment required for productions.

Designs, configures, and supervises the construction and placement of equipment and props for studio, remote, and live productions.

Directs the work of staff operating cameras, lighting, and sound during studio, remote, live, and recorded productions; reviews work then provides feedback and development opportunities for staff.

Creates the final version of all studio productions by operating editing systems, electronic titling systems, video switching equipment, and digital video effects units in order to arrange video segments into the correct sequence and insert music, dialogue, and special effects.

Creates and edits promotions, public service announcements (PSAs), and graphics (including "opens" and "closes").

Creates and maintains sound editing and design standards to ensure that audio levels are accurate and consistent for all productions.

Researches and advises the production team of feasible improvements to products that would enhance content value and impact. Reviews and makes recommendations to rework existing programs as necessary to improve production style, elements, message, and cost effectiveness.

Prepares products for the city and agency websites, which includes creating video and graphic elements and encoding and compressing files (to fit a file format suitable for the internet).

Assists with the troubleshooting and resolution of issues with editing systems and production equipment.

Takes inventory, evaluates equipment needs, recommends capital budget expenditures, and provides expenditure justification.

Prepares reports such as evaluations for station productions.

By position, maintains, troubleshoot, and resolves issues with editing systems and related production equipment. Works with other staff members to troubleshoot and resolve technical issues during productions.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Knowledge of television production practices sufficient to be able to plan and coordinate equipment, supplies, participants, and written materials and music.

Knowledge of television production sufficient to be able to direct and edit television productions.

Skill in using television editing equipment.

Education Requirement

Bachelor's Degree in Journalism, Communications, Digital Filmmaking & Video Production, Visual Effects & Motion Graphics, or a related field.

Experience Requirement

Three (3) years of professional experience directing and editing television documentary, magazine, or news shows.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to hazards from electrical, mechanical, and/or power equipment.

Handles emergency or crisis situations.

Possible night and weekend work.

Work is primarily performed in an office setting and frequently at other locations for meetings.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-812

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: