Job Title: Media Specialist

Job Code: 60317

JOB SUMMARY

The Media Specialist directs/produces videos used for training, marketing and customized customer presentations.

MAJOR DUTIES

- Directs/produces videos for use by agency management and personnel in support of training, marketing, and customized customer presentations;
- Provides editing and postproduction services for the development of training, marketing and informational videos;
- Works with clients to discuss the script and overall needs of the project;
- Serves as camera operator for field production, studio production, and documentary purposes;
- Performs and edits digital audio recordings of narration for both video and multimedia presentations;
- Maintains and ensures the effective operation of all video production and audio-visual equipment and supplies;
- Coordinates general media requests such as tape duplication, production assistance, photographic services, presentation assistance and digital imaging;
- Provides support in the maintenance, care and/or storage of production equipment, lighting instruments, computer systems, and associated tools.

COMPETENCIES

- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
- Knowledge of video production equipment
- Ability to produce high quality video footage

MINIMUM QUALIFICATIONS

- Associate’s degree *and* Three (3) years of work related experience.

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.