

## **MEDIA PRODUCTION SPECIALIST**

### **NATURE OF WORK**

This is advance skilled, technical and creative work in film and videotape productions.

Work involves responsibility for researching assigned topics, writing scripts, preparing a production schedule and making arrangements for on-location or studio production. Work also includes supervising and participating in the preparation, set-up and operation of camera, sound and editing equipment; editing production material to satisfy predetermined objectives and reviewing final production copy with user representatives. Supervision is exercised over assigned subordinate technical employees. General instructions are received for assignments; however, the employee is expected to demonstrate a high degree of creativity and considerable independence in the completion of assigned projects. Supervision received is through discussion, observation of results obtained and review of completed assignments.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Conducts research on assigned topics; reviews listing of available media material; searches library holdings for background information; interviews specialist on the subject matter; discusses findings with Project Director; proceeds with the particular project upon approval.

Prepares scripts from research information; determines those segments requiring location and/or studio materials; prepares production plan including time estimates, staff requirements and equipment needs; submits requests to administrative personnel for project staff and equipment allocation; makes necessary travel arrangements for on-location productions.

Determines appropriate settings and placement of lights and recording equipment; ensures the proper condition of equipment, making necessary checks, adjustments and alignments according to standard procedures.

Supervises and participates in the production of media materials; directs the taping of materials and performs on-camera interviews; acts as liaison with members of the community and field workers in obtaining such materials.

Collects organizes and reviews production material; determines additional needs and ensures that such information is acquired; edits materials by selecting sequences, suitable tapings and the placements of animation and still photograph shots; reviews final edit with Project Director.

Participates in discussions on the use of completed media projects; reviews material with user groups; assists in the preparation of related printed material; conducts information sessions with interested groups, as required.

Travels to remote regions of province to obtain material on community involved.

Perform related work as required.

### **REQUIREMENTS OF WORK**

Considerable experience in film and/or videotape production; gradation from high school, supplemented by completion of a diploma course in media communications or related field; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the techniques, equipment and materials used in media production.

Considerable knowledge of the operation and maintenance of media equipment.

Considerable knowledge of the methods, materials and techniques used in researching and writing for media production.

Considerable knowledge of community life in the province.

Knowledge of the geography of the province.

Ability to operate a variety of media equipment.

Ability to translate information and ideas into effective program content.

Ability to think and act quickly and efficiently and to work effectively as a member of a team.

Ability to understand and work effectively with conditions and factors of community life in the province.

Ability to establish and maintain effective working relationships with superiors, subordinates, Extension representatives and the general public.

Skill in the use and maintenance of media equipment.

**2522**

**1993.01.28**

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