



## PERSONNEL COMMISSION

**Class Code: 5301**  
**Salary Range: 19 (C1)**

### PRODUCTION SPECIALIST

#### JOB SUMMARY

Under immediate supervision, participate in a variety of pre- and post-production activities for studio, field and live event productions including set-up and operation of audio, video, lighting and other technical production equipment; create and publish a wide variety of social media content; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Participate in a variety of pre- and post-production activities for studio, field and live event productions including set-up and operation of audio, video, lighting and other technical production equipment. **E**
- Assist in the set-up of studio equipment, cameras and cables; connect microphones to talent; provide voice-over narrations as requested. **E**
- Operate a teleprompter during shoots; load scripts; prepare and test teleprompter; practice use of teleprompter with talent; edit scripts as directed. **E**
- Operate video cameras for single and multi-camera productions; connect cables, mount camera on tripods, check angles, focus, zoom and white balance levels; properly dismantle and store equipment. **E**
- Participate in social media and web content management activities; create and publish a wide variety of social media content; tag social media posts; assist in the development of marketing campaigns; analyze related data research. **E**
- Maintain a variety of records and files related to assigned activities; prepare reports and special projects as assigned. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work and transport equipment. **E**
- Troubleshoot, perform routine maintenance and make adjustments to a wide variety of production equipment as directed; assist in the maintenance of studio facilities to assure a safe and orderly working environment. **E**
- Perform creative editing of video productions on non-linear editing software as assigned. **E**
- Communicate with District administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information. **E**

- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

A Production Specialist participates in and works as a team member on a variety of pre- and post-production activities for studio, field and live event productions including set-up and operation of audio, video, lighting and other technical production equipment. Incumbents are exposed to a variety of marketing and media activities so their knowledge and abilities can grow via on-the-job training.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

General operation of audio, video, lighting and other technical production equipment in the studio and field.

Operation of a variety of office equipment including a computer and assigned software.

Basic creative video editing techniques.

Basic principles of social media content creation.

Proper methods of storing equipment, materials and supplies.

Health and safety practices related to the operation and maintenance of audio, video, lighting and other technical production equipment in the studio and field.

Basic copyright laws.

Digital photo manipulation techniques.

Computerized database record-keeping and filing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Participate in a variety of pre- and post-production activities for studio, field and live event productions.

Operate a variety of audio, video, lighting and technical production equipment.

Observe health and safety regulations related to assigned activities.

Operate a variety of office equipment including a computer and assigned software.

Complete work with many interruptions.

Maintain computerized records and files and prepare reports.

Maintain current knowledge of technological advances in the field.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Graduation from high school supplemented by college-level course work in film, video production or a closely related field.

**Experience:**

One year of experience in digital film or video production. Experience creating and publishing social media content is desirable.

Completion of an internship with the Long Beach Unified School District's Marketing and Media Services department will substitute for the required college-level course work and experience.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Studio and office environment.  
Working outdoors on location and at heights.  
Driving a vehicle to conduct work.  
Evening or variable hours.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer and specialized equipment.

Seeing to read a variety of materials and view productions.  
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders or scaffolding.  
Bending at the waist, kneeling or crouching.  
Walking over rough or uneven surfaces.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/19/2022