

VIDEOGRAPHER / FIELD PRODUCER

Function of Job:

Under general supervision of designated supervisor, provide video field production for New Hampshire Public Television.

Characteristic Duties and Responsibilities:

1. Work as a videographer/field producer by performing duties in camera work, field production, directing, lighting, and field audio work for local NHPTV productions.
2. Under the supervisor's direction this position will be responsible for developing a script from an approved idea. Then coordinate, schedule and direct the talent and others involved during the process of planning, scripting, and shooting of the production.
3. Perform all post-production tasks, including such duties as video editing, music and/or effects selection, script revisions, title creation and design, and graphics.
4. Provide training and production organizational support as assigned.
5. Determine production requirements, time, materials and expenses incurred in assigned tasks and maintain and order equipment and materials as needed.
6. Maintain video and/or other equipment as assigned
7. Assure that deadlines for individual projects are met on time.
8. Consult and advise staff members, faculty, or other clients as to the visual practicality and functional values of proposed projects.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in a television related field, including two years experience in video field production or a two year technical degree, including four years of professional experience in video field production with evidence of creative ability and technical skills demonstrated by a video portfolio.
2. Sufficient knowledge of electronics to understand the operation and maintenance of video equipment.
3. Knowledge of the techniques and processes required in videotape production.
4. Basic aptitude in lighting, sound recording and post-production techniques.

12/2/05
System Approval

12/2/05
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.