

Spec. Code: 3625  
Occ. Area: 02  
Work Area: 210  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 12/13/01

## **VIDEO POST-PRODUCTION SUPERVISOR**

### Function of Job

Under general supervision, this position is responsible for serving as editor and supervisor of operations in a video post-production facility, including training and supervising staff members.

### Characteristic Duties and Responsibilities

1. Schedules and supervises all areas related to the operation of a video post-production facility.
2. Develops and monitors policies and procedures to ensure successful continuation of video production editing and advises the operations manager of these policies to ensure that the facility is prepared for various uses.
3. Assists the operations manager in determining the necessary editing requirements for various projects.
4. Recruits, trains, evaluates and disciplines employees within the facility
5. Efficiently operates a variety of video, audio, and graphics production equipment.
6. Researches, evaluates, tests, and recommends new equipment in order for the facility to remain current with its technology.
7. Works with engineers to troubleshoot equipment problems
8. Performs other related duties as assigned.

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following that totals three years:  
(A) Bachelor's degree in television, cinema or a related field

OR

(B) Three years of experience in video production and editing

- 2. One year of work experience as an editor, using advanced television electronic graphics and still-store equipment.

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

- 1. Knowledge of FCC rules and regulations
- 2. Knowledge of television production techniques and equipment
- 3. Ability to work well with others
- 4. Ability to prioritize duties and meet deadlines

Video Post-Production Supervisor ..... New