

Spec. Code: 3610  
Occ. Area: 02  
Work Area: 212  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 05/18/92

## **STUDIO SUPERVISOR**

### Function of Job

Under general supervision from a designated supervisor, to perform duties related to the management, arrangement, and operation of a television studio.

### Characteristic Duties and Responsibilities

1. schedules, instructs, and supervises camera operators and other studio assistants
2. acts as floor manager when necessary
3. assists in constructing and arranging sets and props in the studio
4. assists in storing and cataloging sets and props
5. assists the producer-director, instructors, guests, or others in obtaining resource materials
6. performs related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. high school graduation or equivalent
2. two years of experience in management and/or operation of a television studio

#### **PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. thorough knowledge of camera operation, studio sets and props, and microphone placement
2. skill in manipulating television cameras and lenses

3. skill in the use of tools needed to build sets and props
4. ability to work with and supervise others
5. ability to work under pressure