

**DEPARTMENT:** NIAGARA COUNTY COMMUNITY COLLEGE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** NOVEMBER 24, 2008

**TV/VIDEO PRODUCTION ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting in producing, videotaping, and editing programs and presentations for a variety of purposes in various college locations. The incumbent is responsible for setting up and operating video and television equipment. Work is performed under general supervision in accordance with established policy and procedures. Supervision may be exercised over the work of student assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Under supervision, utilizes computer software to produce multi-media presentations using computer-based non-linear editing equipment;
2. Sets up and operates video systems for various functions;
3. Shoots, edits and produces videos for marketing and/or academic purposes;
4. Assists in the operation of the TV Studio as needed;
5. Performs simple, routine preventative maintenance and repair of video system equipment;
6. Prepares and maintains a variety of records and reports as required;
7. Informs and instructs others in the operation of multi-media equipment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the operation of video cameras and video editing systems; working knowledge of the care and storage of videos and other multi-media programs and equipment; working knowledge of the minor repair and maintenance of multi-media equipment; ability to operate video cameras and video editing systems; ability to readily acquire familiarity with terminology, procedures, and equipment related to college multi-media work; ability to maintain simple records and prepare reports; ability to instruct and inform others in the operation of multi-media equipment; ability to follow oral and written instructions; ability to perform close, detail work involving considerable visual effort and strain; ability to get along well with others; manual dexterity; clerical aptitude; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a New York State equivalency diploma; **AND**

Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in audio-visual or telecommunications technology or closely related field; **OR**

Two (2) years of experience in the operation of a variety of multi-media equipment including videotape, closed circuit cameras, and recorders.

**NOTE:**

Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time requirements.