



## Career Service Authority

Page 1 of 5

# Television & Video Director/Editor

### GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, professional level work for Denver 8 by planning, directing, and editing studio, remote, field, live, and recorded productions.

### DISTINGUISHING CHARACTERISTICS

Television & Video Director/Editor is distinguished from the *Television & Video Production Support Technician*, which level production support work by setting up studio and locations for video production and operating and maintaining television equipment. In addition, the Television & Video Director/Editor is distinguished from the *Television Programmer*, which performs professional level work coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements. Next, the Television & Video Director/Editor is distinguished from the *Television & Video Producer*, which performs professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions. Finally, the Television & Video Director/Editor is distinguished from the *Senior Television & Video Producer*, which performs professional and supervisory level work planning, producing, and coordinating studio, remote, field, live, and recorded productions.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, supervises technical staff, including on-call or temporary employees.

**ESSENTIAL DUTIES**

Collaborates with producers and clients and executes the agreed upon concept, format, and content of assigned projects and/or programs. Discusses technical details and implementation of a production.

Designs graphics, motion, and/or animation to ensure that the visual schemes effectively represent the producer and client's vision and that the production meet established quality and production standards.

Works with producers to identify budget requirements, production ratios, and conceptual feasibility for studio, remote, live and recorded productions.

Plans the visual schemes when switching during shoots to effectively capture the unfolding of events.

Analyzes and designs technical plans for studio, remote, filed, live, and recorded productions; organizes and schedules the equipment required for productions.

Designs, configures, and supervises the construction and placement of equipment and props for studio, remote, and live productions.

Directs the work of staff operating cameras, lighting, and sound during studio, remote, live, and recorded productions; reviews work then provides feedback and development opportunities for staff.

Creates the final version of all studio productions by operating editing systems, electronic titling systems, video switching equipment, and digital video effects units in order to arrange video segments into the correct sequence and insert music, dialogue, and special effects.

Creates and edits promotions, public service announcements (PSAs), and graphics (including "opens" and "closes").

Creates and maintains sound editing and design standards to ensure that audio levels are accurate and consistent for all productions.

Researches and advises the production team of feasible improvements to products that would enhance content value and impact. Reviews and makes recommendations to rework existing programs as necessary to improve production style, elements, message, and cost effectiveness.

Prepares products for the city and agency websites, which includes creating video and graphic elements and encoding and compressing files (to fit a file format suitable for the internet).

Assists with the troubleshooting and resolution of issues with editing systems and production equipment.

Takes inventory, evaluates equipment needs, recommends capital budget expenditures, and provides expenditure justification.

Prepares reports such as evaluations for station productions.

By position, maintains, troubleshoot, and resolves issues with editing systems and related production equipment. Works with other staff members to troubleshoot and resolve technical issues during productions.

Performs other related duties as assigned or requested.

---

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

---

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Creative Thinking** – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new method where established methods and procedures are inapplicable or unavailable.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Listening** – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Decision Making** – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Self Management** – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people with varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Customer Service** – Works with client and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

**Reading** – Understands and interprets written material, including technical material rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Oral Communication** – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Knowledge of television production practices sufficient to be able to plan and coordinate equipment, supplies, participants, and written materials and music.

Knowledge of television production sufficient to be able to direct and edit television productions.

Skill in using television editing equipment.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Lifting: raising or lowering an object more than 50 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Exposed to hazards from electrical, mechanical, and/or power equipment.  
Handles emergency or crisis situations.  
Possible night and weekend work.  
Work is primarily performed in an office setting and frequently at other locations for meetings.

***Education Requirement:***

Bachelor Degree in Journalism, Communications, Digital Filmmaking & Video Production, Visual Effects & Motion Graphics, or a directly related field.

***Experience Requirement:***

Three years of professional experience directing and editing television documentary, magazine, or news shows.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

***Licensure and/or Certification:***

By position, requires a valid driver's license.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 9/16/1995

***ESTABLISHED BY:*** Janell Flaig

***REVISED DATE:*** 07/20/2008

***REVISED BY:*** Melissa Palmer

***CLASS HISTORY*** 07/20/2008 – Put the spec into the new format; Updated Essential Duties, General Statement of Duties, and Minimum Qualifications.