



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## VIDEOGRAPHER I

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 35 <b>Job #:</b> XA63
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### JOB SUMMARY

This is the intermediate level position performing Videographer I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level apply basic videographic skills while developing specialized skills in procedures, operations, techniques, tools, materials and equipment appropriate to area of specialization. Follows established procedures and specific guidelines for doing the work. The employee uses initiative in carrying out routine assignments independently without specific instruction. The work consists of duties that involve capture, editing and processing of video for smaller and simpler videographic assignments or projects. The work involves the execution of segments of an assignment or project of broader scope assigned by and in support of journey and advanced level staff.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Assists in consultations with clients and performs preproduction planning to identify production needs, schedules and equipment.
2. Assists in the review and edit of scripts for video programs.
3. Provides videographic coverage of functions, capital project activities, and media events. Captures field, studio, and aerial video and audio recordings.
4. Performs video and audio editing, enhancing, and image processing, balancing and merging multiple format images with multiple track sound sources to produce a broadcast quality final product for training, public relations, Board and member agency communications, and documentation.
5. Assist in the design and rendering of computer 2D, 3D, and animated graphics for video.
6. Formats finished video products for multiple distribution channels.

7. Assist with the operation of multi-camera live editing audio and video broadcast systems.
8. Maintains operational condition of videographic and related equipment.
9. Maintains video library, including indexing, cataloging, metadata input; image research, location and delivery.
10. Performs other related Videographer job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and two years of relevant experience; or an equivalent combination of education and experience.

**Required Knowledge of:** Principles and techniques of videography, audio capture and studio/location lighting; principles, techniques and applications for post production of video and audio; basic knowledge of computer graphic and animation generation; principles and techniques of image processing and file format conversion with computer video editing software; and current office technology and equipment.

**Required Skills and Abilities to:** Maintain professional and consumer level video and audio equipment; basic production skills for a broadcast quality video and audio program; capture high quality video and audio footage with a creative approach; convert video and audio to various file formats for storage/distribution on a variety of media; ability to set-up of professional lighting equipment; produce and format B-roll footage; adapt to technical challenges; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as video equipment and backpacks of supplies. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, boots, goggles, gloves, or shields. Travel is frequent, including local and remote sites. Shoot assignments may include use of water craft, helicopters, or other aircraft. Environmental conditions will range from the normal to extremes of temperature and terrain, including office, studio, field, worksite, and diverse location assignments.

**Vision Requirements:** Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).