



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CHIEF VIDEOGRAPHER

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: XA65
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JOB SUMMARY

This is the advanced journey level position performing Chief Videographer job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as videography technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done includes interpreting customer needs, developing, documenting and reporting workflow strategies; planning of the work, or refining the methods and techniques to be used. The work involves formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations. Produces broadcast quality video. Positions in this class provide advanced technical and artistic training, counsel, and advice to lower level videographers; coordinates and prioritizes overall videographic production schedule. Employees in this class possess advanced, in-depth knowledge and skills in all aspects of videography and serve as a principal consultative and coordinative resource in major videographic productions.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Coordinates and monitors overall video production schedule and prioritizes assignments. Leads, trains, and schedules videographic staff.
2. Consults with clients and preproduction planning to identify production needs, strategies, schedules and equipment.
3. Writes, reviews, and edits scripts for video programs.
4. Provides videographic coverage of functions, capital project activities, and media events. Captures field, studio, time-lapse, and aerial video and/or audio recordings.

5. 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/or documentation.
6. Designs and renders computer 2D, 3D, and animated graphics for video.
7. Edits, formats, and optimizes finished video products for multiple distribution channels.
8. Operates multi-camera live editing audio and video broadcast systems; maintains and troubleshoots associated equipment.
9. Maintains operational condition of videographic and related equipment.
10. Maintains video library, including indexing, cataloging, metadata input; image research, location and delivery.
11. Administers vendor contracts, including developing contracts and agreements, selecting, overseeing and directing activities of videography service vendors, and approving of invoices.
12. Assists with budget development and management; Purchases materials, supplies, and rentals.
13. Researches and analyses industry trends and equipment; Provides subject matter expertise for special projects.
14. 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 seven years of relevant experience; or an equivalent combination of education and experience; or three years in a MWD Videographer II classification.

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

Required Skills and Abilities to: Maintain professional and consumer level video and audio equipment; visualize, structure and produce a broadcast quality video/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; apply lighting principles in varying conditions to produce high quality photo/video imagery; setup and operate teleprompter; produce and format B-roll footage; troubleshooting; manage multiple projects with varying deadlines and budgets; adapt to technical challenges; prioritize; research and remain current on emerging trends and technologies; use independent judgment and exercise discretion; 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; lead and train; 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).