

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Video-On-The-Go Production Technician

**REPORTS TO:** Video-On-The-Go Producer/Director

**QUALIFICATIONS:**

1. Experience with video and audio production, and camera operating experience in general
2. Must hold a High School Diploma
3. Required criminal background check and proof of US citizenship or legal resident alien status

**JOB GOAL:** To increase productivity and provide opportunities for increased coverage of district and township events.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assist producer/director in the day-to-day production activities, and provide on location videotaping.
2. Assist in all aspects of video production – both on location and in-studio shoots (set-up and breakdown of equipment).
3. Shoots B-roll and other footage as needed for broadcast TV programming.
4. Delivers programs to Cable facility as needed per VOTG air schedule.
5. Logs, captures and organizes footage in the Non-Linear Editing System.
6. Assists VOTG Producer/Director with sophisticated projects.
7. Assists in the routine maintenance of the VOTG studio and equipment.

Adopted: 1/20/05

Approved: 5/12/09

Revised: 9/24/09