

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**MULTIMEDIA PRODUCTION COORDINATOR - 1235**

**DEFINITION:**

Under direction, to plan, coordinate, and supervise the production of various multimedia presentations and projects; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Coordinates and schedules audio and video production staffing and equipment used for multimedia production, including studio facilities, portable equipment, and editing suites;
- Creates and presents projects in a variety of media including video, compatible computer files, and the internet, including social media;
- Consults with producers to review footage, scripts, and tapes;
- Operates control room switching equipment and serves as technical director, camera operator, video tape editor, audio mixer, and/or lighting director;
- Creates original artwork and graphics as needed for incorporation in projects;
- Develops scripts, budgets, and other materials needed for production;
- Trains staff in use of equipment and procedures;
- Analyzes and approves multimedia production budgets and editing decisions within projected parameters;
- Assists other departments with the development of multimedia presentations in a variety of formats,
- Documents public meetings, take photographs, and utilizes a range of computer software and photoshop;
- Supervises subordinate staff, volunteers, contract talent, interns, and production crews;
- Assigns tasks to multimedia production staff and evaluates performance;
- Develops projects for a variety of media including film, video, compact disc, CD/DVD-ROM, the internet, and printed materials as needed;
- Assists with web-based trainings and converts existing content to web use, and performs other web-related functions;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

College graduation with a Bachelor's Degree in Multimedia Technology/Production, Television and Film Communications, Theater, Journalism, Public Relations, Graphic or Commercial Arts, or a closely related field; **AND** one year of full-time multimedia production experience in a multimedia/graphic production center or news organization, in government video production, or in local organization programming, which must include as least two of the following areas: all aspects of professional video production including camera work, editing, and other production and post production functions; video preproduction including script writing and programming development; internet/intranet programming including web design and layout; graphic design using both traditional and computerized techniques; and/or live television production including directing, technical directing, and operating a character generator in a professional television studio.