

July 1, 1999

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### MULTIMEDIA PRODUCTION COORDINATOR

##### 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;
- Consults with producers to review footage, scripts, and tapes;
- Operates control room switching equipment and serves as technical director, camera operator, video tape editor, and 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,
- 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 Web and printed materials as needed;
- 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 Announcement for updated minimum qualifications.

An Associate degree or equivalent in Television and Film Communication, Graphic or Commercial Arts, Public Relations, Journalism or Theater, **AND** two years of multimedia production experience in government access television or local organization video programming.

- \* **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.