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Class Specification for the Class:

TELEVISION PRODUCTION TECHNICIAN
(TELEVISION PRODUCTION TECH)

Duties Summary:

Operates video cameras and sets up lighting; programs set pieces and other production equipment; disassembles and removes equipment and set pieces from program sites; and performs other duties as required.

Distinguishing Characteristics:

As a team member, a position in this class performs television production operational functions in video camera operation, lighting and set assembly and disassembly. The work is performed in accordance with general supervision, program directions and standard operating procedures and practices.

Examples of Duties:

Sets up color and/or black and white video cameras by checking handles, knobs and dials, makes basic adjustments, and refers to maintenance personnel as necessary; operates video cameras according to directions of the program director and standard and special operating procedures; disassembles and takes other appropriate actions in removing cameras and related equipment from a program site; hangs, adjusts and determines intensity of lighting instruments consistent with video camera requirements and the effect desired by program director; removes set pieces from storage and places in designated position, including fastening by means of clamps, wires, etc.; connects audio cables and microphones and tests for performance; turns on and adjusts television monitor for proper viewing; sets up production chalkboard, adjusts curtains, moves ladders, arranges furniture and performs similar functions in set up and striking of sets.

Knowledge and Abilities Required:

Knowledge of: Video camera operation; basic television production set operations.

Ability to: Operate a television color camera; connect and test audio microphones; set up television lighting; follow oral and written instructions; work well with others.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class TELEVISION PRODUCTION TECHNICIAN by the Department of Education Civil Service system.

DATE APPROVED: JAN 24 2007

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources