



Park Hill School District

Building Successful Futures • Each Student • Every Day

POSITION TITLE:	Video Technology Specialist
F.L.S.A.	Non-Exempt
REPORTS TO:	Director of Communication Services
TERMS OF EMPLOYMENT:	Twelve month (261 days) with benefits provided according to Classified Agreement.

QUALIFICATIONS:

- Minimum of 1 year successful experience in related field
- Expertise with professional editing software and video production equipment
- Ability to lift 50 pounds to chest height occasionally
- Mobility to access rough terrain and move quickly to capture video
- Proven organizational, communication, and interpersonal skills

ESSENTIAL JOB FUNCTIONS:

1. Shoot and edit video for district community television channel and district programs / events.
2. Assist in maintenance and repair of broadcast studios and equipment.
3. Assist broadcast teacher(s) with technical aspects of curriculum.
4. Collaborate with broadcast programming coordinator and communications department.
5. Post video on the district website.
6. Coordinate activities efficiently and complete tasks on time.
7. Be available to work nights and weekends as necessary.

OTHER RESPONSIBILITIES:

1. Attend meetings as required.
2. Other duties as assigned.