

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

MULTIMEDIA PRODUCTION SPECIALIST - 1230

DEFINITION:

Under supervision, to plan, coordinate, and produce various multimedia presentations and projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Coordinates and assists in scheduling video production staffing and equipment used for video production, including studio facilities, portable equipment, and editing suites;
- Creates and presents projects in a variety of media, including professional photography, motion graphics, social media, and video production;
- Develops creative concepts, storyboards, and animation;
- Works with a variety of motion design techniques, including 2D and 3D animations software;
- 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;
- Assists in developing scripts, budgets, and other materials needed for production;
- Utilizes a range of computer software and operating systems to perform computer based video compression for internet/intranet distribution;
- Provides technical support for City departments on audio/visual equipment procedures and techniques;
- Trains interns and volunteers in use of equipment and procedures;
- May lead the work of volunteers, contract talent, contract production crews, and interns;
- Develops projects for a variety of media, including film, video, compact disc, compatible computer files, the internet, 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's degree in Multimedia Technology/Production, Television and Film Communication, Theater, Journalism, Public Relations, Graphic or Commercial Arts, or a closely related field; **OR** an Associate's Degree in one of the above

- * **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.

fields, **AND** one year of full-time multimedia production experience in the multimedia/graphics production center or news organization, in government video production, or in local organization programming, which must include at 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; 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; **OR** trade or vocational certificate in one of the above fields, **AND** two years of full-time multimedia production experience as described above; **OR** three years of full-time multimedia production experience as described above. Possession of a valid California Class C Driver's License.