



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ASSOCIATE VIDEO PRODUCER I

Job Number: 20001580

Job Code: 81710V240316

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 11/01/1992

Job Revised: 03/16/2024

Grade: 14 Salary (MIN - MID):

\$21,514-\$32,271 - Hourly

\$3,496.04-\$5,244.04 - 37.5 Hr. Monthly Salary

\$3,729.10-\$5,593.64 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional work in the assistance of senior associate producers in the planning, research, scripting, production and post-production of video products for television broadcast, training or educational purposes; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in communications, broadcast journalism, broadcasting or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in video production, television production, radio production or cinematic production will substitute for the required education on a year-for-year basis; OR Vocational or technical school training in broadcasting, studio production, videography, cinematography or a related field will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s),

certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possess and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under guidance produces, shoots, and edits video segments for TV. Assists in the planning of a shoot. Prepares equipment needed for each individual shoot. Documents the activity on location, obtaining high quality video and audio to support a segment. Edits the segment together into a cohesive story. Under supervision, photographs and/or video records all assigned agency events and graduations. Provides professional assistance in the shooting and editing of broadcast quality field and studio video. Assists in the research and writing of scripts and story lines. Creates ideas for video segments. May occasionally serve as narrator talent for video productions. Assists in the post-production edit of video segments. Assists in the production of in-house videos. Assists in the evaluation and use of various existing and new video technology. Develops operational and trouble-shooting expertise of various field and studio video equipment. Assists with directing and with other technical decisions affecting the content and aesthetic aspects of the projects. Provides sound production in field and studio settings. Occasionally interviews subjects. Assists with editing into final product using non-linear computer-based equipment. Edits using traditional tape-to-tape methods. Provides videos or footage to statewide television stations for broadcast. May perform duties at public forums such as public appearances by the Governor and other state dignitaries.

UNIQUE PHYSICAL REQUIREMENTS:

Physical demands include walking, standing, kneeling, crawling, and climbing while carrying cameras and recording devices weighing 50 pounds (lbs.) or more.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

The work environment for individuals may be indoors and outdoors. Conditions vary from air-conditioned studio to all weather conditions and topography encountered in the Commonwealth. Frequent travel (often overnight) throughout the Commonwealth is required in the production of weekly television segments and in the course of following the Governor and other dignitaries around the state. Hazards encountered may include all manner of wildlife that may reside in the forests, caves, swamps and wetlands of the Commonwealth.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.