

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Director

Class Code: 30363

Pay Grade: GI

A. Purpose:

The director directs the production of assigned television or video programs by supervising camera work and coordinating technical operations of productions.

B. Distinguishing Feature:

The Director directs the production of television programs, videos and other educational or promotional material by overseeing camera work and coordinating technical operations of those productions.

The Production Manager oversees directors, videographers/editors and other technical production staff and equipment and facilities.

The Videographer/Editor acquires quality video and audio for assigned programs and edits television or video programs, publications, graphics, and interstitial elements.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Directs the production of assigned television or video programs to ensure that those programs meet the network or industry standards.
 - a. Switches or coordinates the switching of video sources.
 - b. Directs camera work.
 - c. Coordinates technical operations of production.
 - d. Provides work direction to on-site production personnel and talent.
 - e. Coordinates and produces interstitial elements.
2. Works with the producer, production manager, and associate producer on establishing and selecting various aspects of a production such as staging, blocking, camera positions and lighting, equipment to be used, style of switching, sets and props, crews, power requirements, support materials and graphics to ensure a quality production.
3. Performs video acquisition, editing and post production editing as needed to ensure the production is completed on time.
4. Works with the producer and associate producer to design and develop graphic elements.
5. Performs other work as required.

D. Reporting Relationships:

Reports to a Program Manager or Program Administrator. Receives daily work direction from the designated lead worker or appointed team leader. Typically provides work direction to assigned production staff.

E. Challenges and Problems:

Challenged to blend their and the producer's ideas into a program. This is challenging because of possible creative differences and technical capabilities. Also challenged to keep abreast of the ever changing technical aspects of television production.

Problems resolved include shot selection, pacing, and source selections during live and live to tape productions.

F. Decision-making Authority:

Decisions made include lighting design, camera shots, switching, movement, style and composition, talent direction, and set design. The Board of Regents Director also makes decisions on acquisition of equipment including rental and purchase within the budget.

Decisions referred include overall program aesthetics, style and pace of productions and disciplinary issues.

G. Contact with Others:

Frequent contact with production staff and talent to discuss programs and solve production problems. Regular contact with other internal departments and other groups or individuals to share information or program ideas.

H. Working Conditions:

Working during the day and/or night in a television studio or at a remote location lifting and transporting heavy and bulky television equipment while exposed to high voltage and hanging or ground laid cables in various indoor and outdoor environments and during good or adverse weather. Completion of assignments necessitates travel of one day to a week or more across the state as well as weekend and holiday work.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- aesthetic aspects of television production;
- technical aspects of television production engineering;
- operating functions of studio and remote cameras and other recording equipment;
- linear and non-linear editing;
- operation of studio and remote audio and lighting equipment;
- operation of character generators and other graphics hardware and software;
- proper use and storage of television production equipment;
- Federal Communications Commission rules and regulations;
- switcher operation;
- journalism standards and practices.

Ability to:

- plan, direct and coordinate video acquisition, editing and broadcasting of materials for television programs;
- make quick decisions and sound judgments;
- communicate information clearly and concisely;
- establish and maintain effective working relationships;
- recognize and explain camera malfunctions;
- recognize and solve audio and lighting problems;
- follow directions;

- operate computers;
- travel when required;
- work a flexible schedule to include nights, weekends, and holidays;
- lift fifty pounds.