

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title: Motion Media Production Specialist I**

**Class Code: 3601**

**Pay Grade: 409**

**GENERAL CLASS DESCRIPTION:**

Under direct supervision, prepares assigned elements of video productions. Provides functional supervision to assistants as required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Records film video materials for university events, as well as educational, promotional and documentary projects.
2. Edits video sequences and/or complete programs.
3. Records, selects, transfers, mixes and edits narration, dialogue, sound effects and/or music sound tracks.
4. Assists in development of various video formats for multimedia delivery.
5. Performs duplication duties for various types of media.
6. Assists personnel in higher classifications with video projects.
7. Maintains camera, lighting, audio and editing equipment.
8. May provide functional supervision to students and other personnel in lower classifications.

**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Ability to effectively communicate with faculty and staff, both orally and in writing.
2. Ability to operate a variety of technical equipment used in video production and editing.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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3. Skill in utilizing computer software and online systems.
4. Ability to learn how to operate new equipment as technology changes.
5. Ability to follow oral and written instructions and interpret institutional and other policies accurately.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. High school graduation or equivalent.
2. Two years of commercial or comparable experience in video photography and editing, or
3. Any combination of related work experience, undergraduate education, and/or post-high training totaling four years.

**REVISION EFFECTIVE April 10, 2003**

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