

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

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

**Class Code: 3602**

**Pay Grade: 412**

**GENERAL CLASS DESCRIPTION:**

Under general supervision, creatively prepares assigned elements of video productions. Provides organization for production equipment and vehicles; advice regarding video production methods, presentation design and the video production process; functional supervision to personnel in lower classifications as needed.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Advises faculty and staff regarding subject matter sequence, presentation methods and the video production process.
2. Performs video production for university events, as well as educational, promotional and documentary projects.
3. Edits video materials and creates program masters for university educational and informational purposes. Organizes video materials into an understandable and effective sequence or presentation.
4. Records, selects, transfers, mixes and edits narration, dialogue, sound effects and/or music sound tracks.
5. Edits and sequences video and related materials for delivery via digital multimedia formats (e.g. DVD, CD-ROM, Internet) and develops related masters. Provides computer coding for interactive menus and hyperlinks.
6. Digitizes video and audio materials for use in digital multimedia applications and delivery modes (e.g. Internet, DVD and CD-ROM).
7. Performs duplication duties for various types of media.
8. Organizes and maintains camera, lighting, audio and editing equipment.

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.

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

**Class Code: 3602**

**Pay Grade: 412**

9. Consults with and advises clients and production team members in the planning and development of video and related digital multimedia.
10. Participates in tutorial activities, workshops and other training events in order to keep abreast of the technical hardware and software developments related to job functions.
11. 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 post-production projects.
3. Skill in utilizing computer software and online systems.
4. Ability to learn how to operate new equipment as technology changes.
5. Ability to make decisions requiring interpretation and judgment.
6. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
7. Ability to organize and prioritize multiple tasks.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. High school graduation or equivalent.
2. Four years of commercial or comparable experience or training in television and video production 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**