

## Job Description

**Job Title:** Media/TV Programming Coordinator  
**Position Code:** 6N22, FN22  
**Job Classification:** Non-Exempt

**Supervisor:** Program Administrator/Station Manager  
**Pay Grade:** 34  
**Contract Length:** 245 Days

### Job Summary

Position is responsible, under the direction of the Station Manager for selecting, scheduling and ensuring quality audio and video for all programs and broadcasts of the school division's television station.

### Essential Duties

1. Provides preventive maintenance and repairs to all broadcast, editing, computer and other electronic equipment required for broadcasts.
2. Provides engineering and technical supports for teleconferences, satellite downlinks, television broadcasts, and development of the school division's technology plan.
3. Assists in teaching telecommunications student's basic audio and video production skills.
4. Prepares monthly program guide; updates school and community announcements using computer graphics; cue-tones videotapes for airing.
5. Maintains videotape library.
6. Searches for educational programs for airing; schedules and programs all events to be aired on Channel 47.
7. Checks copyrights to allow airing of down linked programs.
8. Performs other duties as assigned.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Program Administrator/Station Manager or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a high school diploma (or GED) with considerable closely related training or experience in lighting, editing, production, and television/video camera operation; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a working knowledge of studio/remote video production, script writing, editing, lighting, and television/video camera recording techniques and processes. Must possess working skills and abilities in the operation of a variety of editing, lighting, television/video camera recording devices, and related production equipment. Must be proficient in linear and non-linear editing skills. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain effective working relationships with employees, management, and the public. Must possess the ability to meet deadlines and attendance standards and work odd hours as necessary. Must possess a valid driver's license with a good driving record.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to climb ladders 12’ to 15’ while carrying and/or lifting cameras and other equipment weighing up to 50 lbs. The employee is regularly required to lift and move equipment into position; and kneel, stoop, crouch, and bend while balancing video equipment and cameras on the shoulder. Visual abilities required by this job for operating television/video recording cameras and equipment. While performing assignments at on-site locations, the employee is occasionally exposed to various types of weather conditions and environments.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervision Exercised:** None

**Supervision Received:** Program Administrator/Station Manager

*This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Media/TV Programming Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator/Station Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

Revised 07/19 CR  
Updated 03/26 LS