San Antonio's Premier District
NORTHSIDE INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES

REQUISITION NUMBER: 28915-1

JOB ANNOUNCEMENT
MEDIA SPECIALIST/PRODUCER NISD-TV
Communications Department

CLOSING DATE: December 12, 2019

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- Bachelor's degree in radio, television, film, or broadcast or related field (preferred)
- Three (3) years experience in writing and producing professional videos
- Two (2) years experience as on-camera talent
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Skill in writing video scripts
- Skill in voicing scripts and reporting as the on-camera talent
- Skill in producing videos that are informative, promotional and/or news-style.
- Skill in research and development of story ideas
- Skill in conducting interviews
- Ability to organize and manage multiple, simultaneous projects and meet deadlines
- Skill in operating software applications including Microsoft Office and Adobe Photoshop
- Skill in DVD duplication
- Ability to work weekends, evenings and special events as needed.
- Ability to establish effective relationships with coworkers and district staff

ESSENTIAL FUNCTIONS

1. Collaborates with school staff and departments to develop informational, special event, and promotional videos.
2. Collaborates with NISD-TV photographers to meet video objectives.
3. Produces and hosts video magazine show (NISD-TV's "Inside Northside") and other special purpose videos.
4. Produces a weekly Video feature and a monthly Video Moment for Board Meetings and Principals Meetings.
5. Develops, researches, writes, voices and serves as on-air talent for videos.
6. Coordinates and schedules interviews and projects to meet deadlines.
7. Oversees DVD sales and duplication efforts.
8. Provides leadership and serves as a resource for campus or department-based video production efforts.
9. Explores expansion of NISD-TV and future applications of this medium.
10. Portrays positive attitude and helps promote Northside ISD.
11. Provide technical support, such as camera operation, during live district events
12. Provides support to the Communications Department with special events.
13. Perform other duties as assigned.

WORKING CONDITIONS

Climbing, stooping, bending and kneeling; frequent use of small hand tools and electronic test equipment; frequent district wide travel. Occasional prolonged and irregular hours. May be required to be on-call 24 hours a day. Daily attendance and punctuality at work on time every day are essential functions of the job.

REPORTS TO: Executive Director of Communications

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt

MINIMUM DAILY RATE: $200.48

WORK DAYS: 226

PAY GRADE: DC09

For consideration, all applicants must submit a DVD resume tape. Drop off or deliver to: NISD Communications Department, 5900 Evers Road, San Antonio, Texas, 78238. Those selected for an interview will be asked to do a screen test and bring a writing portfolio. Applicant's name must be clearly marked on the media. These items will not be returned.

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.

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