



Job Description

Job Title:	Technical Director	Grade:	J
Department:	CPCC/WTVI	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Ensure studio and equipment are in optimal working condition at all times

Characteristic Duties and Responsibilities:

1. Readies studio for internal and external clients.
2. Provides budgets and pre-production planning; provides superior customer service.
3. Sets up lighting, props and sets, specifies and maintains lighting equipment.
4. Maintains vehicles, studio equipment, EFP equipment, and audio equipment.
5. Supervises the work of production assistants, freelance crews, and interns.

Reporting Relationships:

Direction Received: Reports to the General Manager

Direction Given: May lead, coordinate and monitor the work of part-time staff



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and 5 years' professional industry experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of the HDTV digital process, cameras, and lighting techniques
Artistic "eye" and attention to detail
Expert knowledge of Ion computer lighting board
Excellent communication skills
Knowledge of local, state, federal safety and electrical codes
DIT Certification

Working Conditions:

Typical office environment