



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Photojournalist – 12 Months

Reports to: Television Manager
Department: Public Information
Compensation: Hourly Grade 10
Overtime Status: Non-Exempt
Date Job Revised: June 15, 2005

Position Summary: Assist in all phases of studio and field production (camera, switching, character generating, editing) for district programs and promotions. Take reservations and operate equipment in a Distance Learning Lab for the purpose of professional development.

Minimum Qualifications/Job Requirements:

Education:

- Bachelors degree in broadcasting or related field.

Specialized Knowledge, Licenses, etc:

- Must have working knowledge of linear and non-linear video production.

Experience:

- 1 - 3 years in broadcast or cable television field.

Specific Training/Skills:

- Must be able to work independently with some evening and weekend assignments.
- Must have experience in using PC based non-linear editing systems.

Physical Requirements: Must be able to lift 25 lbs.

Essential Job Functions:

- Shoot and edit video projects in schools and community for use on educational cable television channel.
- Work with staff on special television events and Board of Education Meetings.
- Maintain programming logs and scheduling of programming.
- Take phone and email reservations and operate videoconferencing equipment for professional development videoconferences.