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Class Specifications for the Class:TELEVISION PRODUCTION CREW CHIEF  
(TELEVISION PRODUCTION CREW CHF)Duties Summary:

Serves as senior production technician, and trains and supervises television production technicians; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for supervising members of a crew in performing television production operational functions in video camera work, lighting, and set assembly and disassembly. The position in this class also trains crew members and may perform operational functions as required.

The work of this class is performed in accordance with general supervision, program directions and detailed instruction as appropriate, and standard operating procedures and practices.

Examples of Duties:

Trains crew members in such operational functions as video camera operation, switching, audio operation, lighting, floor managing and operation, projection and set assembly; supervises the set up of color and/or black and white video cameras by checking handles, knobs and dials, making basic adjustments, and referring to maintenance personnel as necessary; operates video camera according to directions of program director and standard and special operating procedures; supervises the disassembly and other appropriate actions in removing cameras and related equipment from a program site; supervises in hanging, adjusting and determining the intensity of lighting instruments consistent with video camera requirements and the effect desired by program director; supervises in removing set pieces from storage and placing in designated position, including fastening by means of clamps, wires, etc.; supervises in connecting audio, cables and microphones, and testing for performance; turns on and adjusts television monitor for proper viewing; supervises various activities in the setting up and striking of sets; supervises and participates in facilities set up of programs produced in studio or on remote location; assists in interviewing and recommending the selection of production crew members; assists in assuring the maintenance of studio and remote production facilities.

Knowledge and Abilities Required:

Knowledge of: Principles, practices and techniques of television production, including camera operation, lighting, projection, audio, switching, set assembly and floor management; principles and practices of supervision.


Ability to: Supervise television production operational functions; operate a television color camera; connect and test microphones; follow oral and written instructions; work well with others.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class TELEVISION PRODUCTION CREW CHIEF by the Department of Education Civil Service system.

DATE APPROVED: OCT 31 2006

EFFECTIVE DATE: JUL 1 2005

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources