

NORTH TEXAS REGIONAL LIBRARY SYSTEM (NTRLS)

JOB TITLE: Volunteer NTLP-TV Video Producer

POSITION FUNCTION: Under the general supervision of the Executive Director, oversees and coordinates the development and production of NTLP-TV episodes that focus on NTLP events like System Assembly Meetings and regional themed conferences.

DUTIES:

1. Works with NTLP staff to coordinate video coverage of all NTLP events including System Assembly Meetings and themed conferences.
2. Downloads all raw footage to Mac using Imovie
3. Review all raw footage for production of new video focused on the event.
4. Work with NTLP staff to identify all subjects in raw footage that will be used in final version of episode.
5. Produces and directs all episodes of NTLP events using the MAC's Imovie
6. Uploads new episodes to NTLP TV via blip.tv browser tool.
2. Other duties may be assigned.

EDUCATION and EXPERIENCE: It is preferred that the volunteer have previous experience in producing and directing videos using a MAC's Imovie.

SPECIAL QUALIFICATIONS: The volunteer must have a valid Texas driver's license, proof of liability of insurance and have access to a motor vehicle.

TYPICAL MENTAL DEMANDS: While performing this job, the volunteer is regularly required to communicate, use interpersonal skills, and coordinate. The volunteer is frequently required to analyze, compile, evaluate, synthesize, compute and negotiate.

COMPUTER SKILLS: The volunteer must have basic computer skills.

PHYSICAL DEMANDS: While performing the duties of this job, the volunteer is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the volunteer works in an open, reception area, where traffic is not excessive. The noise level in this environment is moderate.