

STUDIO SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory and technical work in television studio operation for production broadcast. Work also involves coordinating the various components in the production of television programs.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises and coordinates the work of studio technicians in locating television cameras, lighting and sound equipment, and visual materials for optimum video and audio reproduction.

Responsible for the quality of picture and sound.

Assigns and schedules crews for all studio productions in accordance with programming demands.

Serves as floor manager during program rehearsals and broadcasts.

Consults with the production manager in determining studio production procedures, evaluating studio equipment and selecting and training studio technicians in the use of production equipment.

May be responsible for directing the production of routine line television programs.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the vital elements of studio activity such as lighting, camera and microphone placement, construction and placement of program sets, and the flow of direction from control room to studio.

Knowledge of the operation of a television studio and the production of educational television programs.

Knowledge of studio technology.

Ability to supervise the work of others.

Ability to coordinate the work of lighting and sound crews.

Ability to understand and carry out the program plan of the Producer-Director,

Ability to coordinate the production intent with the technical capability.

Ability to hold critiques for technical and production staff in an attempt to achieve greater rapport between the two.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally, and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Three years of progressively responsible work experience involving production and broadcast operations of a television studio; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



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