

**Job Title:** Studio Producer **Wage/Hour Status:** Exempt  
**Reports to:** Chief Communications Officer **Pay Grade:** 105  
**Dept./School:** Communications **Date Revised:** November 4, 2024

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**Primary Purpose**

Develop, manage, and coordinate District promotional programming, and internal video communications. Coordinate and provide District and campus support for volunteer recruitment and training

**Qualifications**

**Education/Certification**

Bachelor's Degree in Journalism, Mass Communications, Education or related field

**Special Knowledge/Skills**

- Knowledge of TV control room procedures
- Ability to manage most aspects of standard digital TV control room
- Ability to operate standard digital in studio and remote equipment, including audio and lighting,
- Familiarity with distributing digital material on a variety of platforms, including web and television
- Knowledge of volunteer recruitment and training

**Experience**

Five (5) years' experience with videography/photography, promotions, or public relations

**Major Responsibilities and Duties**

1. Work closely with administrators, educators, and community entities to produce professional programming to highlight District efforts.
2. Manage multiple video productions from the conceptual stage through postproduction and distribution.
3. Manage and troubleshooting video equipment, resources and schedules for the district.
4. Direct talent and technical facilities for productions.
5. Coordinate and support Volunteers in Public Schools recruitment and training.
6. Maintain knowledge of District volunteer policies and work to ensure implementation at campus level.
7. Assist with production and support of Community Engagement events.
8. Support communication efforts of the district through video programming.
9. Assist with communication needs, as assigned.
10. Manage scheduling of all videography and production needs assigned.
11. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Some slight lifting is required on occasion. Occasional prolonged and irregular hours.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.