

STANDARD OPERATING PROCEDURES

Guidelines & Job Description – What I need to do after I get some experience?

These procedures were designed to give the person responsible in this area some indication to what needs to be achieved after a lengthy exposure and work experience. The person(s) selected for this particular position will be allowed time to adjust and train him/herself while working with the producer. Not in-depth experience or qualification is required at this stage. Please come along and share your experience with the rest of us. Thank you.

Camera Operators, Television, Video, and Motion Picture

Operate television, video, or motion picture camera to photograph images or scenes for various purposes, such as TV broadcasts, advertising, video production, or motion pictures.

Sample of reported job titles: Camera Operator, Photojournalist, Television News Photographer, Production Assistant, Videographer, MCO (Master Control Operator), Cameraman, Production Technician, Studio Camera Operator, Floor Director

Tasks

- Operate television or motion picture cameras to record scenes for television broadcasts, advertising, or motion pictures.
- Compose and frame each shot, applying the technical aspects of light, lenses, film, filters, and camera settings in order to achieve the effects sought by directors.
- Operate zoom lenses, changing images according to specifications and rehearsal instructions.
- Use cameras in any of several different camera mounts such as stationary, track-mounted, or crane-mounted.
- Test, clean, and maintain equipment to ensure proper working condition.
- Adjust positions and controls of cameras, printers, and related equipment in order to change focus, exposure, and lighting.
- Gather and edit raw footage on location to send to television affiliates for broadcast, using electronic news-gathering or film-production equipment.
- Confer with directors, sound and lighting technicians, electricians, and other crew members to discuss assignments and determine filming sequences, desired effects, camera movements, and lighting requirements.
- Observe sets or locations for potential problems and to determine filming and lighting requirements.
- Instruct camera operators regarding camera setups, angles, distances, movement, and variables and cues for starting and stopping filming.

Knowledge

- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- **Telecommunications** — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Skills

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Time Management** — Managing one's own time and the time of others.
- **Operation and Control** — Controlling operations of equipment or systems.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Speaking** — Talking to others to convey information effectively.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Equipment Selection** — Determining the kind of tools and equipment needed to do a job.

Abilities

- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Far Vision** — The ability to see details at a distance.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

Work Activities

- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Work Context

- **Face-to-Face Discussions** — How often do you have to have face-to-face discussions with individuals or teams in this job?
- **Contact With Others** — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?
- **Indoors, Environmentally Controlled** — How often does this job require working indoors in environmentally controlled conditions?
- **Work With Work Group or Team** — How important is it to work with others in a group or team in this job?
- **Time Pressure** — How often does this job require the worker to meet strict deadlines?
- **Freedom to Make Decisions** — How much decision making freedom, without supervision, does the job offer?
- **Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job?
- **Structured versus Unstructured Work** — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals?
- **Telephone** — How often do you have telephone conversations in this job?
- **Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls** — How much does this job require using your hands to handle, control, or feel objects, tools or controls?

Interests

- **Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.
- **Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

Work Styles

- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Work Values

- **Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
- **Working Conditions** — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

These Standard Operating Procedures [SOP] were designed only to be a guide and help to you.



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