

PRODUCTION TECHNICIAN

THE PURPOSE of this position is to perform a variety of television production tasks related to the operation of the municipal television studio and channel on the Milwaukee cable system.

ESSENTIAL FUNCTIONS include:

- » operating video production equipment for live and/or taped programs;
- » programming and operating automated playback equipment, character generators, video recorders and other equipment as needed in the day-to-day on-air operation of the City Government channel;
- » organizing and maintaining production library and file tapes in accordance with the department's record retention schedule;
- » coordinating preproduction activities;
- » making necessary arrangements for remote shoots, including on-site activities;
- » maintaining an inventory of equipment parts, production supplies, tapes, lamps, etc.;
- » maintaining records of equipment maintenance and repair; and
- » performing other functions as assigned.

MINIMUM REQUIREMENTS:

1. Associate degree in television production from a college or school approved by the Department of Employee Relations; at least two year of professional experience in studio and/or field video production, including camera operation; experience in the operation of a character generator is desirable.

NOTE: Equivalent combinations of training and experience may be considered, for example, related college coursework from an accredited college or university may be substituted on a year-for-year basis for the required experience.

2. Valid driver's license at time of appointment.
3. Residence in the City of Milwaukee within 6 months of appointment and throughout employment.

KNOWLEDGE AND SKILLS REQUIREMENT:

1. Knowledge of the operation of video production equipment.
2. Knowledge of audio equipment, lighting equipment and related production accessories.
3. Skill in coordinating preproduction activities.
4. Skill in scheduling and arranging remote shoots and on-site activities.
5. Skill in maintaining an inventory of equipment, parts and material supplies.
6. Skill in recordkeeping techniques and preventive maintenance.

THE 2006 SALARY RANGE (PR 505) IS: \$34,766 to \$38,473 annually.