

AUDIOVISUAL SPECIALIST II

Milwaukee Police Department

THE PURPOSE of this position is to produce and record video and audio informational and training presentations for the Milwaukee Police Department from the concept of an idea to the finished product.

ESSENTIAL FUNCTIONS include:

- ❖ Research, create and develop informative video training materials for police personnel and the public.
- ❖ Coordinate pre-production activities; evaluate production needs; develop storyboards and write scripts; schedule and make arrangements for off-site and on-site shoots, design sets, select music, obtain copyrights, select graphic designs; and obtain actors.
- ❖ During production, operate cameras, perform digital recording and digitizing of field video footage, slides, film, operate teleprompter, audiotapes and production music. Scan photographs, prepare studio lighting, do sound recording and digital mastering.
- ❖ Perform post-production activities including computerized video editing, processing signals using sound mixer, use of a character generator, photo retouching, create graphic designs, create 3D graphics, add digital video effects and edit audio through sound enhancement and noise reduction.
- ❖ Attend to emergency requests for assistance including preparing audio and video surveillance tapes, duplicating evidence tapes for courtroom proceedings, setting up audiovisual equipment, troubleshooting problems with equipment.
- ❖ Maintain an inventory of audiovisual section equipment and supplies; prepare budget items and requisitions; maintain a video library, including checkout of videotapes, log in and file videotapes, DVDs, CDs and maintain a computer library system.
- ❖ Instruct police personnel in proper use of audiovisual equipment, conduct studio tours, duplicate tapes upon request, label, file and ship roll call DVDs, CDs and Videotapes; and perform routine maintenance functions and minor repairs on equipment.
- ❖ Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Communications including visual communications courses, Media Studies or a related major from an accredited college or university **AND** at least one (1) year of full time experience in studio and field video production, including digital editing experience.

OR

Associate degree in Television Production from an accredited college **AND** at least two years of full time experience in studio and field video production, including digital editing experience.

NOTE: *Other equivalent combinations training and experience may be considered.*

2. A valid driver's license at time of appointment and throughout employment.
3. Properly insured vehicle for use on the job is required.
4. Residence in the City of Milwaukee within 6 months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of and the ability to operate video production equipment, including video cameras, recorders, support equipment, audio equipment, lighting equipment, AV equipment, character generators, graphic computers and other studio related equipment and supplies.
2. Knowledge of and ability to use the following computer equipment and software: Mac 4 and Mac 5 computers, Mac Panther Operating System, Final Cut Studio, Sonic Fire Pro, Word, Adobe After Effects, Adobe Photoshop CS, Adobe Illustrator CS,
3. Ability to work independently.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to accurately prepare detailed paper work and maintain records.
6. Effective interpersonal and public relations skills.
7. Ability to lift and carry up to 50 pounds for short periods of time.
8. Ability to perform well under stressful conditions.
9. Creative ability.

THE CURRENT SALARY RANGE (PR 505) IS: \$34,767 to \$38,474 annually.