

PRODUCTION TECHNICIAN

Part-time Position

THE PURPOSE of this position is to operate and maintain a variety of television production equipment used to telecast City and County government meetings/programs on the City's cable channel and other city-related video productions.

ESSENTIAL FUNCTIONS include:

- » Assemble, operate and maintain all equipment involved in the telecast of meetings. This includes all remote camera equipment, audio equipment, additional video or presentation equipment and sound systems.
- » Operate the Master Control area. This includes recording, editing and scheduling the playback of meetings and other programming events, making dubs or DVDs as needed, programming the automatic playback system, verifying remote signal feeds and maintaining proper audio and video levels on all equipment. This also includes operating a PC-based webcasting system which provides live and archived meeting footage and other programs.
- » Program the PC-based text message system. This includes use of Photoshop, Paint Shop Pro and other related graphics software.
- » Operate the studio cameras, teleprompter, audio equipment and lighting equipment.
- » Assist the Production Specialists on remote shoots. This includes providing quality lighting and audio assistance.
- » Organize tape stock, including bulk erasing used tape, cataloging and retrieving archived tapes and maintaining the tape stock used for meeting purposes.
- » Perform routine maintenance functions such as cleaning equipment and keyboards, disconnecting and removing tape machines for service work, changing lamps and doing minor repairs.
 - Videotape events such as Press Conferences, B-roll for other programs, training programs and other video as needed.
 - Understand and use basic programs such as MS WORD, OUTLOOK and POWERPOINT on networked PCs.
 - Assist in the use of A/V equipment for public meetings and other events held in the City Hall complex.
 - Perform other duties as assigned.

NOTE: This position is part-time. Employees will typically work up to 40 hours bi-weekly, with hours varying.

MINIMUM REQUIREMENTS:

1. Associate degree in television production from an accredited college or university

OR

At least two years of professional video production experience, with some experience in live production.

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the operation of 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. Ability to use Windows based computers and related graphics.
3. Ability to work independently.
4. Good oral communication skills.
5. Ability to accurately prepare detailed paper work and maintain records.
6. Ability to provide courteous and professional service to members of the public and city officials and employees.
7. Ability to lift up to 50 pounds for short periods of time.

THE CURRENT SALARY RANGE (PR 505) IS: \$16.71 to \$18.50 hourly.