

Job Title: Visual Production Technician

Department: Community & Economic Development

Bureau: B.E.A.R Business Expansion Attraction and Retention

Paygrade: S06

BAND	GRADE	SUBGRADE	FLSA STATUS
			Non-Exempt
NATURE OF WORK			
Performs technical and skilled work in photography, producing, researching, writing, performing, directing, shooting, and editing of weekly features and other social media programs for the City weekly production.			

Essential Duties: These duties are a representative sample; position assignments may vary.		FREQUENCY
1.	Assists with writing and producing locally produced videos and photography for the City's programs and messages from the office of the Mayor and as directed by CED.	Daily 80%
2.	Directs "live" production events at on-site locations and in studio.	Daily 50%
3.	Schedules and interviews groups or individuals in the production of features.	As Required
4.	Sets up and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions such as concerts, sports events, meetings and conventions, presentations, and news conferences.	Daily 50%
5.	Videotapes weekly features, special programs, awards presentations, and current events within the city, as directed by the Office of the Mayor and CED.	As Required
6.	Observes sets and locations to determine taping, audio, graphics, and lighting requirements and sets up necessary equipment.	Daily 30%
7.	Operates studio, portable, and shoulder-mounted television cameras, video recorders: and other related production equipment in a studio or on location.	Daily 30%
8.	Resolves problems presented by subject and camera movement, changes in subject distance during filming, weather, and related variables.	As Required
9.	Carries out post-production duties such as non-linear editing, dubbing, Provides quality and effective customer service with courtesy and understanding to City customers, citizens, and internal departments.	As Required
10.	Creates a high quality still photography library of photos for messaging.	As Required
11.	Provides quality and effective customer service with courtesy and understanding to City customers, citizens, and internal departments.	As Required

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SUPERVISION GIVEN/RECEIVED

General supervision is usually received from the Business Development Manager or in certain cases, the CED Director or Mayor's office.

No supervision exercised.

DECISION MAKING

Incumbents exhibit defined decision-making skills determined by specific area of assignment. Duties and tasks are both routine and non-routine in nature and incumbents may refer complex decisions to the higher levels. Assignments are generally focused in nature and require decisions with defined parameters.

TRAINING AND EXPERIENCE REQUIREMENTS

An Associate Degree/ Certificate in Audio Visual Technology or related field and two (2) years' experience; or (five) 5 years' experience.

In-depth working knowledge of camera and lighting techniques.

Strong working knowledge of audiovisual editing equipment and software.

Excellent computer and troubleshooting skills.

LICENSING REQUIREMENTS

- None.

KNOWLEDGE REQUIREMENTS

- Ability to analyze and resolve complex technical and logistical problems related to multimedia equipment
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.
- Technical knowledge of digital video conferencing operations as well as a general knowledge of IT networks and component equipment.
- Knowledge of research methodology and statistical procedures; and
- Understanding Local, State and Federal rules and restrictions concerning security and procedures involved in telecommunications operations.

SKILL REQUIREMENTS

- Ability to develop and maintain effective working relationships with employees, officials, other agencies, other jurisdictions, and the general public.
- Ability to communicate ideas visually, in writing and orally.
- Ability to work with computers, camera, and lighting; proficient with photo editing software.
- Experience in using other media software.

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PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

CLASSIFICATION HISTORY

DATE	COMMENT
February 19, 2021	Revisions Clarissa Werley

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.