

VIDEO PRODUCTION SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Video Production Specialist provides skilled operation of audio, video, lighting and editing equipment, and assists the Broadcast and Multimedia Program Director in producing, distributing, and broadcasting video programs for Citywide marketing/communications. Duties involve both technical and coordination tasks including: all aspects of producing new and existing television programs; assisting with original productions; maintaining studio and equipment efficiency; set design and construction; audio and video setups for various events; and equipment troubleshooting and simple repairs. This class performs related duties as required.

Distinguishing Features: Supervision is received from the Broadcast and Multimedia Program Director who reviews work through meetings, periodic conferences, and results achieved. Duties require some evening and weekend work to set up and shoot special events and meetings. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Broadcast Communications, Television Production, or a related field. Good (1 - 3 years) experience in the design, set up and operation of audio and video systems. Good (1 - 3 years) experience with personal computers (PCs), Macintosh computers, and software applications (example: Adobe Creative Cloud).

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, clients, and vendors in order to effectively assist in producing, distributing, and broadcasting video programs for public information purposes.

Manual/Physical: Operates audio and video equipment to ensure technical production quality. Sets up and adjusts cameras, lighting equipment, microphones, and other audio equipment for recording sessions. Frequently lifts heavy video equipment weighing over 50 pounds using a cart or other aid to assist. Performs routine maintenance and quality control checks on video and related equipment. Designs and constructs studio and location sites. Operates equipment and uses tools related to set construction. Locates and secures locations for project production including obtaining information regarding power consumption and audio acoustics. Operates a motor vehicle (van) requiring a standard Arizona Driver's License to transport equipment for meetings, and as needed. Organizes and/or reorganizes production and storage areas.

Mental: Prioritizes multiple projects to meet required deadlines. Directs the work of interns and free-lance personnel. Coordinates work with other City departments. Acquires knowledge and keeps abreast of new technology through seminars, trade journals, and professional organizations.

Knowledge/Skills/Abilities:

Knowledge of:

various media production procedures and broadcast production techniques; video production equipment operation and maintenance procedures; current developments in video production techniques, equipment, and quality standards; office practices, procedures, and equipment; social media and online media distribution; and PC software applications.

Skill in:

performing routine maintenance, troubleshooting equipment problems, and making repairs; operating, maintaining, and adjusting video, remote production equipment; and operating and adjusting audio and lighting systems and equipment.

Ability to:

assist with writing and editing materials for television programs and video programming packages; communicate orally and in writing; make on-the-spot technical decisions during the recording process; follow appropriate safety procedures and practices; and establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/24

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