CITY OF BELLINGHAM

CLASSIFICATION SPECIFICATION

CLASS TITLE: TELEVISION PRODUCTION ASSISTANT **UNION:1937**
SG:110
DEPARTMENT: Information Technology Services **CS:Y**
FLSA:Y
EEO/SOC CODE:TE/27-4012

NATURE OF WORK:

Writes, shoots, and edits a variety of video content of varying complexity for broadcast on the City's government and education television channel. Operates hardware and software tools used to create and edit video, audio, graphics and still images. Schedules programs and bulletins for air using broadcast automation software.

DISTINGUISHING CHARACTERISTICS:

The Television Production Assistant job is a highly specialized position requiring the technical knowledge and skill to produce television programming. The Television Production Assistant works independently in a variety of circumstances.

SUPERVISORY RELATIONSHIPS:

Reports directly to, and receives work assignments from the Television Station Coordinator. Works under general supervision and the guidance of established policies and procedures. May provide training for BTV employees or contractors in station traffic or production duties.

ESSENTIAL FUNCTIONS:

1. Performs both off and on-location recording of special events and various City meetings. Edits audio and video for playback on BTV including encoding media files and making appropriate adjustments to ensure quality broadcasts utilizing cameras, microphones, lighting instruments, video switchers, audio mixers, Creative Cloud, DaVinci Resolve, and Final Cut Pro.

2. Under general supervision, produces both full length programs and short form stories including researching topics and coordinating necessary equipment and staff.

3. Sets up and operates multi-camera productions. Serves as live director and technical director for coverage of City meetings and community events. Controls PTZ cameras.

4. Participates in story and program ideation.

5. Resolves problems with existing technology, equipment, systems, and software. Requests assistance from the Television Station Coordinator as needed.

6. Researches and recommends new technology, equipment, systems, and software for use at the television station. Stays abreast of industry trends and adjusts working methods accordingly.

7. Responsible for operating broadcast automation software including daily programming schedules and program guides under the direction of the Television Station Coordinator.

8. Communicates effectively with the public, producers, and with other City staff on issues related to filming or broadcast services.

9. Provides program support to the Public Access television training contractor. Assists in training members of the public on conceptual and technical elements of video production.

ADDITIONAL WORK PERFORMED:

1. Provides audio/visual technical assistance to other departments within the City as assigned.

2. May perform digital still photography using standard equipment and software.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Content creation software and practices utilizing Creative Cloud, DaVinci Resolve, and Final Cut Pro
- Cinema and ENG-style camera operation
- Field and studio sound recording processes and equipment
- Studio production equipment including video switchers, audio mixers, and PTZ cameras
- Excellent command of standard business English including correct grammar, spelling, punctuation, and vocabulary.
- Writing for video and content promotion
- Basic animation/motion graphics creation
- Media encoding for broadcast and web delivery
- Basic knowledge and understanding of video engineering standards and best practices.
- Trends in broadcast technology, equipment, systems, and software
- Broadcast operations/traffic best practices
- Copyright laws and regulations as they apply to video production
- Public, education, and government programming guidelines and best practices
- MacOS

Ability to:
- Work with a wide range of customers with different expectations and experience.
- Provide guidance and education to customers about the processes and steps needed to make an effective production.
- Provide leadership and coordination to customers related to video production.
- Research and evaluate broadcast technology, equipment, systems, and software.
- Follow detailed instructions and guidelines.
- Maintain reliability, dependability and flexibility in order to meet various and evolving work schedules and customer expectations.
- Exercise discretion in sensitive situations.
- Communicate effectively with City staff, elected officials, and members of the public.
- Work independently with a minimum of supervision.
- Maintain consistent and punctual attendance.
- Demonstrate the public service competencies of service orientation, results orientation, and teamwork and cooperation.
- Physically perform the essential functions of the job including:

- visual acuity sufficient to use video production equipment;
- close, distance, color, peripheral vision, and depth perception;
- hearing acuity to detect and evaluate sound quality;
- mobility to move between work sites;
- frequent lifting, holding, moving, and assembling of equipment and materials up to 50 pounds.

WORKING ENVIRONMENT:

Work is primarily performed in a television studio environment. Position works extensively at a computer workstation or console and may work alone and unsupervised. Position requires frequent lifting of equipment or materials. Occasionally performs work on computer cables in the ceiling or under desks and floors to troubleshoot and repair problems. Position regularly requires working in locations other than the TV station. Some video production work is performed outside in all weather conditions. The position requires significant flexibility in hours, including weekends and evenings.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of relevant college level education in television production, video production/film, or related or equivalent years of experience.
- Two years of experience in video production at a television facility.
- Experience or education in television station traffic is preferred.
- Experience in television station operations in a government access, education access, or community access setting preferred.
- An equivalent combination of experience and training that provides the applicant with knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions and local background check.
- Valid Washington State driver's license and good driving record. Must provide a three-year driving abstract prior to hire.
- Willingness and ability to work flexible hours including evenings and weekends.

PREPARED BY:

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REVIEWED BY: _____

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COMMISSION ADOPTION: February 12, 2020