

CITY OF BELLINGHAM

CLASSIFICATION SPECIFICATION

CLASS TITLE: TELEVISION PRODUCTION ASSISTANT

UNION:114

DEPARTMENT: Information Technology Services

SG:11

CS:Y

FLSA:Y

EEO4CODE:TE

NATURE OF WORK:

Writes, shoots and edits a wide range of video programs from basic to high-end production values 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 announcements for air. Operates television station traffic and programming tools.

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. Trains other part-time BTV10 employees in scheduling and Television station traffic assignments.

ESSENTIAL FUNCTIONS:

1. Performs on and off-site recording of special events and various City meetings. Edits audio and video and schedules for playback on BTV10 including encoding media files and making appropriate adjustments to ensure quality broadcasts utilizing digital video cameras, microphones, lighting instruments, video switchers, audio mixers, patch bays, Final Cut Pro, Photoshop, After Effects and Premiere.
2. Under general supervision, produces both full length programs and short form stories and reports including researching topics and coordinating necessary equipment and staff.
3. Sets up and operates multi-camera productions. Directs live coverage of City meetings, controls remote video cameras.
4. Participates in story and program idea sessions.
5. Resolves problems with existing technology, equipment, systems and software, requesting assistance as needed.
6. Researches and recommends new technology, equipment, systems and software for use at the television station.

7. Creates daily playlists and publishes broadcast schedules.
8. Communicates effectively with the public, with producers and with other City staff on issues related to filming or broadcast services.

ADDITIONAL WORK PERFORMED:

1. May provide audio/visual technical assistance to other departments within the City.
2. May perform digital still photography using standard equipment and software.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Trends in broadcast technology, equipment, systems, and software
- Macintosh and Windows operating environments.
- Windows-based and Macintosh-based editing systems. Database and spreadsheet applications.
- Media transcoding and duplication processes.
- Field and studio camera operation.
- Field and studio sound recording processes and equipment.
- Studio production equipment including switchers, mixers and remotely controlled cameras.
- Streets, parks and neighborhoods within the City.
- Playbox operation and Comcast ROVI scheduling system

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 sometimes changing 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 still and video production equipment;
 - close, distance, color, and peripheral vision;
 - depth perception;
 - lift and carry standard TV production equipment.

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.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of relevant college level education in television production, video production 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.
- Familiarity with PlayBox operation and Comcast's ROVI scheduling system preferred.

NECESSARY SPECIAL REQUIREMENT:

- Due to access to privileged information contained in the City's computer system, applicants must pass a Police Department criminal convictions records check prior to hire.
- 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 extra hours or change hours as needed.

PREPARED BY:

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5/13

REVIEWED BY: _____

M. Mulholland
Information Technology
Services Director

COMMISSION ADOPTION: _____ May 15, 2013 _____