

Cablecaster

Position/Title: Cablecaster

Department: Administration

Immediate Supervisor: Administrative Services Coordinator

Classification: Part-time, non-exempt

Essential Functions:

- A. Videotapes and cablecasts for city meetings.
1. Prepares equipment, DVDs tapes, and materials for live telecast and video recording of city meetings.
 2. Creates video agendas with a graphics generator.
 3. Prepares Council Chambers for meetings.
 4. Closes City Hall after meetings.
 5. Communicates with the Administrative Services Coordinator to facilitate any pre/post production arrangements that may be necessary for meeting and program coverage.
 6. Monitors equipment in the control room and Council Chambers meeting room and notes any technical problems and/or discrepancies and reports them to the Administrative Services Coordinator.
 7. Monitors signal quality of the cablecast on the cable system and the video recorders.
 8. Operates equipment for webcasting of city meetings on the Internet.
 9. Completes logs and media labeling, and shuts off necessary systems when meeting coverage is completed.
 10. Responsible for all instructions, procedures, and policies governing the live cablecast, webcast, and video recording of city meetings.
 11. Occasional filming and production work on editing equipment.
 12. Performs other duties that are consistent with the tasks of the position and as may be assigned.
- B. Performs other essential job duties.
1. Regular and timely work attendance.
 2. Follows all safety procedures.
 3. Participates in safety training.

Required Knowledge, Skills, and Abilities.

1. Ability to work flexible hours as needed.
2. Ability to lift equipment.
3. Ability to adhere to all Cable Television Channel Usage Guidelines.
4. Ability to follow all city Safety Policies.
5. Ability to present a positive and professional image of the city to the public.
6. Ability to work independently and assume responsibilities with minimal direct supervision.

7. Ability to establish and maintain effective working relationships with city staff, City Council, boards and commissions and the public.

Minimum Qualifications

1. Vocational or technical training in video/audio production or demonstrated equivalent experience.
2. Demonstrate experience with personal computer environment.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to work evening shifts.
5. Valid driver's license.

Preferred Qualifications

1. Knowledge of government affairs.
2. Knowledge of Power Point and Word software.
3. Minimum of one year experience with multi-camera meeting coverage.
4. Operational proficiency with equipment including, but no limited to: automated camera systems, video switchers, tuners/ monitors, audio mixers, digital video recorders, audio and videotape recorders, graphics and title generators, computers, scan converters, LCD projectors, audio/video routers, editing equipment, and public address systems.
5. Ability to operate other equipment or technology necessary for televised coverage of city meetings.

Attendance

1. Monthly attendance of meetings is required.