

QCTV Position Description: *Associate Producer*

Position Title:	Associate Producer
Department:	Program Operations
Reports To:	Operations Manager/ Mobile Production Coordinator
Status:	Part Time
	Non-Exempt
Salary Range:	Tier One: \$17.00; Tier Two: \$18.50

PRIMARY OBJECTIVES OF POSITION

Provides video coverage for City meetings. Shoots and edits programs and video pieces as assigned. Develops computer graphics for video programs. Acts as crew for field, studio and van productions. Monitors Live Feed of city meetings and sports events.

SUPERVISION RECEIVED

Works under the general and/or administrative supervision and direction of the Operations Manager and Mobile Production Coordinator

DUTIES AND RESPONSIBILITIES

1. Direct live shows, run cameras, audio and graphics for city meetings.
2. Serve in various production positions including cameraperson, technical director, audio, replay, graphics, and grip for van productions.
3. Shoots and edits programs and video pieces as assigned.
4. Creates graphics for programs, on-channel look for QCTV and website.
5. Prepares programs for cablecast and uploads to QCTV website.
6. Recommends equipment repairs and upgrades.
7. Monitor the video/audio quality and live switch of city meetings and van events.
8. May perform as on camera talent and/or voice-over work.
9. Must be available to work one shift per week, on the average.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS

High School diploma or General Education Development certificate (GED) and completion of a certificate program in Video Production from an approved Vocational /Technical Institute or equivalent certificate program and one year of experience operating video production equipment in a professional environment. Must have a valid Minnesota driver's license.

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NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of video production techniques and program formats.
2. Skill in switching/directing multi-camera productions.
3. Skill in operating video/audio production equipment including cameras, audio equipment, non-linear editing, and computer graphics.
4. Ability to operate computers including word processing, e-mail, and Internet research.
5. Ability to set up and operate video cameras, microphones, mixers, switchers and lights.
6. Ability to meet deadlines and manage multiple priorities.
7. Ability to communicate effectively (oral and written).
8. Ability to establish and maintain effective working relationships with co-workers, the member cities, vendors, the public, and community organizations.

TOOLS AND EQUIPMENT

City Hall video production equipment including robotic cameras, switcher, microphones, audio mixers, computer graphics and recording devices. Tightrope Media Systems hardware and Cablecast software for scheduling, parsing, playback and Video on Demand. Mac and PC computers and monitors. Various software programs for office applications, non-linear editing, and video graphics. Video production equipment including cameras, recorders, switchers/mixers, microphones, and audio mixers in multi-camera and single-camera environments. Video production van and associated equipment. Studio and field lighting instruments, associated video/audio equipment accessories.

PHYSICAL DEMANDS

The position requires sitting, standing, walking, bending, stretching, crouching and crawling. May need to climb ladders on occasion. Manual dexterity and the ability to operate computers and video/audio production equipment are required. Vision abilities include close vision, distance vision, and the ability to adjust focus. Ability to hear and communicate on telephones and headsets is required. Must be able to occasionally lift 35 pounds.

WORK ENVIRONMENT

The work environment includes an office-type environment with fluorescent lighting, city hall control rooms, and a video production van. Field production shoots may be indoors or outdoors and involve exposure to the elements including heat, cold, sun, rain, and snow. Noise levels vary in different environments as do temperatures.

SELECTION GUIDELINES

The duties listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties and responsibilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.