



Multimedia Communications Producer

GENERAL RESPONSIBILITIES

Under the leadership of the the Chief Communications and Community Engagement Officer and in collaboration with the Department of Technology, plan and perform all aspects of video and multimedia projects, including concept, design, format, script writing, field production, and editing.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform all aspects of video and multimedia production from project conception to successful completion with minimal supervision.
- Direct productions involving multiple cameras in studio settings and field locations.
- Operate a wide range of video and multimedia equipment and software, including but not limited to studio and field cameras, audio mixers, editing equipment and software, video recorders, lighting instruments, and related devices.
- Determine project format based on the availability of equipment, footage acquired, resources, and time constraints.
- Select and recommend animations, graphics, and music to enhance the project and achieve the desired objectives.
- During the conceptual phase of projects, assist in evaluating the technical and creative feasibility of ideas and propose alternatives if necessary.
- Train, assist, and provide guidance to staff in the completion of their assigned duties and proper use of equipment.
- Collaborate with staff, as well as external partners, to produce the most effective product within the allotted time and resources.
- Offer input to division leadership on various decision-making processes, including programming, equipment selection, and division strategy.
- Identify, troubleshoot, and resolve production issues.
- Design and light studio and location sets, ensuring they are both visually appropriate and user-friendly.
- May perform minor maintenance and routine repairs on equipment.
- Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a comprehensive knowledge of all aspects of video production operations and techniques, including footage acquisition, editing, directing, lighting, audio, and graphics. Must have a knowledge of computer operations for both production and administrative processes, as well as audio production equipment and techniques. Must be skilled in directing multiple camera productions for the purpose of producing and directing video productions and operating video equipment and integrating audio and video effects and analyzing and correcting video and audio signal levels. Must have the ability to demonstrate strong resource allocation and time-management abilities and learn and implement new technologies effectively. Must have a thorough understanding of electrical & electronics circuit theory and principles. Must have excellent verbal, written communication, interpersonal skills, and the flexibility to work rotating shifts.

EDUCATION AND EXPERIENCE

Required: High School Diploma or GED and a minimum of four (4) years in fields utilizing the required knowledge, skills, and abilities associated with positions such as television producer, production manager or video specialist.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Must be able to lift and carry 50 pounds of equipment. Frequent walking, standing, bending, stooping, crouching, climbing, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, kneeling, and crawling. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.