



**Code: 0938**

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

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## **CLASS TITLE: SENIOR VIDEOGRAPHER**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs at the fully functional level, operating video cameras and related equipment to tape the images and sound of events and program segments for airing on the City's cable channels, and performs related duties as required

### **ESSENTIAL DUTIES**

- Drives to field locations for video shoots and sets up lighting and audio equipment for videotaping sessions
- Collaborates with producer/writers on subject matter to capture on video
- Determines appropriate camera angles, lighting, and camera shots and shoots video footage
- Videotapes city scenes (e.g., the lakefront, cultural institutions, residential neighborhoods, industrial, financial and commercial centers) for editing into a program
- Videotapes aerial shots of the City, as required
- Provides direction and assistance to lower level staff on location or for productions requiring more than one camera crew
- Reviews videotapes taken during shoots for overall quality of audio and video footage
- Operates cameras and sets up studio lighting for taping in a studio environment, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with an Associate's Degree or 60 credit hours in Television Production, Film/Video, Communications or a directly related field plus one year of work experience as a video camera operator, or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

### **WORKING CONDITIONS**

- General office environment
- Exposure to cramped, noisy, dirty, or unpleasant surroundings
- Exposure to inclement weather conditions

### **EQUIPMENT**

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Video cameras and related equipment (e.g., portable audio mixers, wireless microphones, lighting systems)

## PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Moderate knowledge of:

- television studio operations and equipment
- \*video and audio equipment
- lighting equipment

Some knowledge of:

- applicable computer software packages
- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, and regulations,

### Skills

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- \*OPERATION AND CONTROL - Control operations of equipment or systems
- \*OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
- \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

### Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

### Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA – Demonstrate energy and stamina to accomplish work tasks

- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
  - **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
  - **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
January, 2013