



Code: 0926
Family: Public Relations and Creative Arts
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Audio-Visual

CLASS TITLE: TELEVISION PRODUCTION SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, the class performs a full range of video production activities to support and provide content for the City's Municipal Cable station, and performs related duties as required

ESSENTIAL DUTIES

- Researches topics and gathers information from various sources to conceptualize and develop program content for the Municipal Cable station
- Coordinates and participates in pre-production planning activities (i.e., equipment selection, location scouting)
- Sets up and operates audiovisual production equipment to obtain video footage for use in programming and segments
- Oversees technical crew work assignments during field productions
- Operates a personal computer and uses non-linear editing software to organize, edit, and format raw footage into coherent segments
- Determines specific audio, visual effects and music components necessary to complete segments
- Prepares and compresses video files for dissemination and video streaming
- Performs preventative and routine maintenance on video production equipment
- Loads and unloads audio and video production equipment, 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 a Bachelor's degree in Broadcasting, Television Production, Journalism or a directly related field, plus two years of work experience in video and film production, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

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

WORKING CONDITIONS

- General office environment
- General television studio environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

- Audio and video production equipment (e.g., HD video cameras, microphones, tripods, lighting)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to access staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *media production, communication, and dissemination techniques and methods
- *operating audio and video production equipment
- *applicable computer software and non-linear editing applications

Some knowledge of:

- production management
- researching and conceptualizing program topics
- conducting interviews

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
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- TIME MANAGEMENT - Manage one's own time or the time of others
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- OPERATION AND CONTROL – Control operations of equipment or systems

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
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
 - INITIATIVE - Demonstrate willingness to take on job challenges
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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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.

City of Chicago
Department of Human Resources

October, 2013