

# Metropolitan King County Council

## Position Descriptions



Position: Television Production Coordinator	FLSA: Salaried, overtime exempt
Department: KCTV	Salary Grade: 125
Council Approved: 11/21/2005	Revised: 9/18/2023

### Summary

The Production Coordinator is an audio video and broadcast superstar. Working under the supervision of channel management, this position is responsible for on-air operations, playback of council meetings and multimedia content on the county's government access channel, livestream, and social media platforms. Managing AV equipment and playback system in master control, and hybrid meeting teleconferencing system in council chambers. The production coordinator also trains and supports staff with AV technology and provides videography, editing and post-production for studio and field productions.

### Distinguishing Career Features

Requires strong technical trouble shooting and diagnostic skills and the ability to effectively communicate technical processes and make them accessible to others. A creative, customer service-oriented person who can multi-task under pressure and within tight deadlines. Must have a background in video production, digital asset management and TV station operations.

### Essential Duties and Responsibilities

- Manages station's AV equipment, livestream, and playback system including Crestron, Polycom and automation system. Includes engineering duties such as camera phasing and setup.
- Programs automated playback system for air and manages digital assets.
- Integrates digital content into social media platforms, schedules posts and livestreams and monitors analytics for growth and audience behavior.
- Researches latest AV components and technology and makes recommendations for the station and county departments. Serves as an AV resource and trainer.
- Maintains station's Web page with Sitecore software.
- Acts as crew for program productions including videography, lighting design and studio setup, graphic design, audio engineering and editing/post-production.
- Willingness to take on new responsibilities and innovate technology and best practices

### Qualifications

#### Physical Abilities

Must be able to work in the field and have the ability to lift and carry video equipment up to 60 pounds. Must also be able to work in an office environment; sit for extended periods of time working on computers; must coordinate visual and muscular dexterity to operate standard office equipment including a computer terminal, TV control room.

**Education and Experience**

Graduation from high school and college level training and work experience in television production, operations, and social media management. Experience in television operations work, including some experience producing, directing, shooting and editing programs for a television station or video production facility. A minimum of five years of professional employment in AV required.

**Licenses and Certificates**

Requires a valid driver's license.

**Working Conditions**

Work is performed indoors and out in the field