

# Metropolitan King County Council

## Position Descriptions



Position: Video Specialist	FLSA: hourly
Department: KCTV	Salary Grade: VS
Council Approved:	

### Job Summary:

Operates cameras, switchers and graphics for live cablecasts of County Council meetings; writes and produces short video pieces on county services; shoots and edits video and audio for news conferences, forums and studio productions; programs cablecast schedules; operates and maintains television production equipment including field and studio cameras, sound mixers, and analog and digital production and editing software and equipment. Works under the general Supervising Reporter/Producer.

### Position Narrative:

This position requires a person with both technical and creative talents. The Video Specialist performs all the tasks required in operating and maintaining a government access television station. These include operating Betacam, miniDV and DVCAM cameras and sound mixers; basic non-linear video editing in an Avid environment, programming events for cable transmission using a TiltRac interface; encoding and online posting of meetings and programs as streaming video files; setting lights and microphones for live and taped studio productions; dubbing tapes to consumer formats for clients and viewers; operating studio cameras and TelePrompts; and assisting in other aspects of television production. This position also requires the ability to conceive, write and produce video pieces for cablecast. Responsible for all aspects of video production including writing, producing, shooting, lighting, editing (linear and non-linear), graphics, and audio. Requires a self-starting, results-oriented person who shows initiative and is able to work under broadcast deadline pressures.

### Minimum Qualifications:

A.A. with one year of experience in a professional television station or post-production house. Commercial broadcast experience preferred. B.A. in communications or closely-related field preferred.

### Essential Job Duties:

- Operates television cameras; plans and sets up lighting and audio.
- Operates video and audio recording equipment and video and audio electronic editing equipment.
- Performs editing and production.
- Operates Master Control panel, remote studio and field equipment.
- Operates character generator to write and input on-air text information.
- Works with employees outside of government access cable channel in the production of programs.
- Performs routine maintenance on electronic equipment including studio, master control, and remote equipment.
- Assists in all aspects of program preparation, programming, and playback.
- Performs work as required by supervisor.

**Classification:**

**Council Adoption:**

**Working Conditions/Physical Requirements:**

This employee will be required to perform moderately difficult work operating television equipment and assisting in other aspects of television production. Duties will be performed both in studio as well as in the field. Requires a results-oriented person able to work in deadline-driven environment. The employee will be familiar with the production and operation of a television station. Works under the general supervision of the Station Manager and the Council Communications Director.

Must be able to work in an office environment; sit for extended periods of time working on computers and switching panels; must coordinate visual and muscular dexterity to operate standard office equipment including a computer terminal, telephone, copy and facsimile machine. Sits for extended periods of time reviewing logs and transcripts. Must be able to lift up to 60 pounds.

**Licensing and/or other requirements:**

- Work under deadline pressure in a cooperative manner with the public, elected officials and Council staff, and fellow station employees.
- Technical principles and practices of television production and station operation.
- Understand and operate complex electronic audio-visual equipment and other equipment related to television production.
- Schedule the use of audio-visual equipment for program production.
- Troubleshoot minor equipment problems.
- Possess excellent written and oral communication skills and people skills.

**Classification:****Council Adoption:**