



Need new logo

Position Description

Job Title	Audio/Visual Coordinator Video Production Coordinator
Department	Information Technology Mayor/City Administrator's Office
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This is a blend of technical and creative work. This position is responsible for the operation and maintenance of audio video equipment and software used in the broadcast studio ~~and conference rooms.~~ ~~The position also performs complex IT related technical tasks. In addition to the technical work in the IT Department this position will also~~ **The main focus of this position is to provide** a creative role in helping to tell the City's story through videos and photos used on the City's communication platforms.

Supervision

Received	Technical Operations Manager Communications and Engagement Manager
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Edit, create, and export videos in a variety of formats for web and social media.
2. Take, color correct, and retouch photographs; prepare & export files in a variety of formats for print, web, and social media.
3. Create informational slides and videos for citizen engagement.
- ~~4. Broadcast public meetings.~~
- ~~5. Manage broadcast and conference room systems (hardware and software).~~
- ~~6. First line Granicus support for staff.~~
- ~~7. First line iPad support for Alderman.~~

- ~~8. Maintain the 24-hour community message board.~~
- 9. Manage and maintain the City's YouTube Channel.
- 10. Manage the City's PEG channel and programming
- 11. Play an active role in the City's communications team
- 12. Serve as the back-up for City AV support and meeting support
- 13. Participate in live video production for press conferences and City events as needed
- 14. Participate in recording employee and department trainings as needed
- ~~15. Setup rooms and equipment (laptops, smartboards, projectors) for meetings.~~

Other Job Functions

- 16. Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college, university or technical school with an Associate's Degree and coursework in **computer science, communications, marketing, or journalism** or a related discipline, plus at least 4 years of experience **in video production supporting PC repair**; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Video and audio production. • Video and audio editing. • Adobe Creative Suite. • Graphic design and photography. • Workstation Operating Systems. • MS Office products. • TCP/IP settings.
Ability to	<ul style="list-style-type: none"> • Use independent judgment in the absence of supervisors or appropriate guidance. • Work independently and follow instructions. • Work before or after regular work hours, as needed. • Multitask and prioritize workload. • Establish and maintain effective working relationships with officials, department heads, employees and the public, including vendors and consultants. • Lift and transport computer equipment.
Skill in	<ul style="list-style-type: none"> • Oral and written communications and inter-personal skills. • Critical thinking. • Using the knowledge required to perform the essential functions of the position.

Necessary Special Requirements

Valid Wisconsin driver's license; ability to pass a criminal and financial background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus; prolonged visual concentration is required.
- While performing the duties of this job, the employee frequently is required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee may frequently be exposed to noise, electrical currents, heat, cold and other unpleasant or hazardous conditions.
- The employee must occasionally lift and/or move up to 50 pounds.