

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Video Producer/Director		
<b>Job Code:</b>	PR5050	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	510	<b>Date Reviewed:</b>	06/24/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	10/01/16

### GENERAL SUMMARY

Provides video services to the Mayor, City Council and City departments. Records and replays video of City Council, Board and Commission meetings; and produces informative programming for replay on television or internet.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Provides audio/visual needs for City meetings; operates cameras, audio board, switcher, graphic computer and Master Control system; cablecasts meetings on Charter Cable Channel 190; and ensures working condition of equipment.
3. Tapes and/or cablecasts Town Hall meetings; and assembles and manages transportation of equipment and staff remote video productions.
4. Tapes and edits departmental video and Community programs.
5. Prepares for public meetings; builds graphics for television; tests equipment; schedules digital encoding of events; stocks DVDs; and communicates with other departments.
6. Maintains current knowledge base on operation of new software, programs and equipment; researches articles; and views training videos.
7. Provides customer service for employees and residents; addresses questions regarding City Cable or television; ensures resolution of issues; and directs or routes question or concerns, as needed.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Video equipment and computers, including switcher, camera, graphics, audio, Tiltrac system, MS Windows programs and Crestron.
  - Camera and teleprompter operation.
  - Adobe Cloud.
  - Operations, services and activities of a video production program.
  - Methods and techniques of television program taping, editing and production.
  - Techniques used to create various program scripts, props, graphics and other production items.
  - Operational characteristics of a variety of video production and editing equipment and tools.
  - Modern and complex principles and practices of video editing.
  - Principles of lead supervision and training.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Troubleshooting technical issues.
  - Organization and time management.
  - Creativity.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Develop, create, direct and/or produce quality cable television programming for community viewing.
  - Ensure compliance with applicable FCC regulations and guidelines.
  - Operate a variety of video production equipment and cameras.
  - Prepare program scripts, outlines, directions and graphics.
  - Lead, organize and review the work of employees.
  - Video tape a variety of program types.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in radio, television or film production or a related field and three years of increasingly responsible television production experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

## **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.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.