|  |  |
| --- | --- |
| Job Title: | Media Production Coordinator |
| Department: | Communications and Media Department  |
| Reports to: | Director of Communications and Media  |
| FLSA Classification: | Non-Exempt  |
| Safety Sensitive Type: | Safety Sensitive |
| Effective Date: | 05/01/2022 |
|  |
| Job Summary: | The purpose of this position is to provide professional work involving the production taping, editing, engineering, maintenance, development and/or technical aspects of media productions and on-air programming in the area of television, film, and web-based platforms. Produce various live and taped broadcast programming and media from both master control and remote locations. Create/input all master control graphics and shot sheets for newscasts or live broadcasts developed by content team.Other duties include planning and executing production projects; preparing content for program playout; ensuring programming and transmission meet Spectrum PEG regulations and the City’s Communications and Media Department high standards; setting up equipment, system and equipment maintenance, and other production duties as required. |
| Essential Job Functions: | Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. 1. Operation of studio and remote TV cameras, lighting equipment, editing equipment, and other television/film production equipment and oversee contracted audiovisual vendors; set up video camera, audio system, and other special audio-visual equipment.
2. Perform on-air switching for live events; assist in the recording of events, programs, or projects.
3. Maintain equipment, perform regular maintenance and repair of television/audiovisual equipment; maintain log of equipment use and maintenance problems; Verifies optimal audio and video system operations prior to each use or live event.
4. Assist in the filming and recording of live events, produce programs, or projects, video production and editing.
5. Operate recording hardware, satellite receivers and computer-based systems in master control
6. Prepare and check audiovisual material for on-air playback via automation systems and program logs; ensure that material aired meets Spectrum PEG regulations.
7. Monitor on-air signals for quality control and troubleshoot issues that may occur.
8. Assist department director concerning television/audiovisual systems and capabilities, and equipment needs or specifications; attend training seminars concerning equipment or audiovisual production techniques.
 |
| Conditions of Employment: | 1. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
2. Applicant must take and pass a pre-employment drug test administered by the City of Edinburg at the City’s expense.
3. Must have a current valid class “C” driver’s license from the Texas Department of Public Safety with a satisfactory driving record.
4. Bilingual English/Spanish Preferred.
 |
| Required Education: | Associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school.  |
| Education Preference: | Bachelor’s degree in related fields. |
| Educational Substitute: | Not Applicable  |
| Required Work Experience: | Five (5) years’ experience in television/film programming and studio production.  |
| Experience Preference: | Seven (7) years’ experience in related field.  |
| Supervisory Experience Requirement: | Not Applicable |
| Required Knowledge, Skills, & Abilities | 1. Advanced computer skills in Apple IOS video editing/posting production software; Microsoft Windows environment; includes Excel, Word, Publisher, and knowledge of videotape recorders and audio/video production equipment.
2. Advanced knowledge of state-of-the-art equipment and techniques used in producing and directing live and taped broadcasts.
3. Requires a working knowledge of the use and maintenance of video, audio, and master control equipment and accessories.
4. Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
5. Normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired results. There is some opportunity for discretion when selecting among a few, easily identifiable choices.
6. Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
 |
| Equipment Materials: | General office and safety equipment/materials to include but not limited to the following: * Personal computer
* Copier/Fax Machine
* Printer/Scanner
* Hand Tools
* Video, Audio, Master Control equipment, transmitters, digital servers
* Various Graphic Software and Programs
* Projector
* Gloves
 |
| Work Conditions: | Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work. |
| Mental Demands:  | While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple tasks; work with constant interruptions; and interact with staff and the public. |

|  |
| --- |
| Physical Demands |
| **Environmental Conditions:** |
| **HEALTH AND SAFETY** | **ENVIRONMENT FACTORS** | **PRIMARY WORK LOCATION** |
| Mechanical Hazards |[x]  Respiratory Hazards |[ ]  Office Environment |[x]
| Chemical Hazards |[ ]  Extreme Temperatures |[ ]  Warehouse |[ ]
| Physical Danger or Abuse – upset customers |[x]  Expressing/Exchanging Spoken Word |[x]  Closed Quarters/Crawl Spaces |[ ]
| Fire Hazards |[ ]  Noise  |[ ]  Vehicle |[x]
| Explosives |[ ]  Wetness/ Humidity |[x]  Outdoor Environment |[x]
| Communicable Diseases |[x]  Vibration |[ ]  Inside Environment |[x]
| Electrical Hazards |[ ]  Physical Hazards |[x]  Shop |[ ]
|  |  |  |  |  |  |
| **Visual Acuity:** |
| Near Visual |[x]  Clarity of vision at approximately 20in or less (i.e., working with small objects or reading small print), including use of computers. |
| Far Visual |[ ]  Clarity of vision at 20ft or more. This is not just the ability to see a person or object, but the ability to recognize features as well. |
| Peripheral Vision |[ ]  Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. |
|  |  |  |
| **Physical Activities:** |
| **TASK** | **FREQUENCY** | **PERFORMANCE** |
| N = Never (never occurs) | R – Rarely (less than 1 hour a week) | O = Occasionally (up to 1/3 of the time) | F = Frequently (from 1/3 to 2/3 of the time) | C = Continuously (2/3 or more of the time) |
| Climbing | R | Ascending of descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.  |
| Stooping (bending at waist) | O | Bending body downward and forward by bending spine at waist.  |
| Kneeling (one or both knees) | O | Bending legs at knee to come to a rest on knee or knees. |
| Lifting/Carrying | O | Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.  |
| Keyboarding | F | Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-key numeric keypad. |
| Reaching (at or below shoulder level) | R | Extending hand(s) and arm(s) in any direction.  |
| Reaching Overhead | R | Extending hand(s) and arm(s) higher that the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.  |
| Twisting/Turning (rotation) | R | Rotating one part of the body in a direction away from or opposite to another part. Includes lateral rotation of the trunk and spine.  |
| Handling (manipulated objects) | C | Seizing, holding, grasping, turning or otherwise working with hands.  |
| Standing | F | Remaining upright on the feet, particularly for sustained period of time. |
| Walking | F | Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.  |
| Sitting | F | Remaining in a seated position for extended periods of time without being able to leave the work area. |
| Grasping (whole hand activities) | F | Applying pressure to an object with the fingers and palm. |
| Pushing/Pulling | R | Using upper extremities to press against something with steady force, in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
|  |  |  |
| **Physical Requirements:** |
| **TASK** | **WEIGHTS** | **CHECK IF APPLICABLE** | **PERFORMANCE** |
| Sedentary Work | Up to 10 lbs. |[ ]  Exerting up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| Light Work:  | Up to 20 lbs. |[ ]  Exerting up to 20lbs of force occasionally, and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.  |
| Medium Work: | Up to 50 lbs. |[x]  Exerting up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly to move objects. |
| Heavy Work: | Up to 100 lbs. |[ ]  Exerting up to 100lbs of force occasionally, between 2 persons, and/or in excess of 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects. |
|  |  |  |  |
| Authorization:  | I have reviewed this description and understand the requirements and responsibilities of the position.\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Print Name Signature of EmployeeThe above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change. |