

TOWN OF EXETER

JOB TITLE: Part-Time Media Technician

DEPARTMENT: EXTV/Cable TV

EMPLOYMENT STATUS: Part-Time, Non-Union

EXEMPT STATUS: Non-Exempt

LABOR GRADE: 4

JOB SUMMARY: This position is responsible for filming government meetings, live broadcast, public events, assisting the public with creating TV programming, photo and video editing, providing AV support for government and public events.

SUPERVISION RECEIVED: The Part-Time Media Tech receives general supervision and work direction from the Media Communications Coordinator, exercises some degree of independent judgement and is evaluated based on quality and timeliness of work submitted.

SUPERVISION EXERCISED: Media Techs sometimes act as project leads and delegate work to other production staff, interns or volunteers. They also train other media techs via shadowing and demonstration.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Films a variety of events either live or for later broadcast.
2. Assists in coordinating zoom meetings as needed.
3. Creates EXTV-based content for Channel 22, town website, and social media pages.
4. Edit video footage and photos into a cohesive structure in a timely manner.
5. Set up and configure AV systems in different settings.
6. Assist and train the public on creating public access TV shows and equipment usage.
7. Troubleshoot video equipment on the spot.
8. Assist in scheduling content on the Government and Public Access broadcast channels
9. Performs other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of AV equipment including but not limited to cameras, mixers, microphones, multi-camera production systems and projectors.
2. Skill in the use of office equipment such as a computer, calculator, printer, relevant software, and computer peripherals.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to demonstrate good teamwork, interpersonal and public-serving skills and attitude.
5. Ability to learn communications software (Zoom, Google Meet, Microsoft Teams) and assist others with implementation.
6. Ability to learn and update town apps.
7. Ability to gain a working knowledge of all AV equipment and broadcasting procedures needed to perform job responsibilities.

MINIMUM QUALIFICATIONS:

1. Basic knowledge of video cameras, video editing software, computers, social media and websites.
2. Knowledge and level of competency of a proficient user of Microsoft Windows.
3. Experience working with AV equipment and/or PC based video editing software a plus.
4. Combination of education and experience that reflects the above qualifications.

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires

the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon what will look the best on television, what is the most factual and accurate and what best represents the subject matter. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work product affects the Exeter television viewers and the public image of the town.

PERSONAL CONTACTS: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

PURPOSE OF CONTACTS: The purpose is to advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: Part of the work is sedentary. Typically, the employee may sit comfortably to do this work. However, there is often walking; kneeling; standing; bending; carrying of items such as papers, equipment, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: Some work is performed in an office setting however work is often performed outside in all weather conditions and locations. Job regularly requires in town travel, assignments are often after hours and weekends. Employee must be able to work in a variety of situations to set-up equipment in offices, homes, businesses, outdoors, crowds or small spaces. Physical demands include standing, bending, lifting, carrying, laying cable, continuous arm movements and reaching.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

I, _____, have received a copy of this job description. I have read and fully understand the contents and responsibilities of this position.

Signature

Date