

TOWN OF EXETER

JOB TITLE: Media Tech

DEPARTMENT: IT/Cable TV

POSITION NUMBER:

EMPLOYMENT STATUS: Part-Time, Non-Union

EXEMPT STATUS:

LABOR GRADE:

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 Media Tech receives general supervision and work direction from the TV/IT Tech and the IT 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. Edit video footage and photos into a cohesive structure in a timely manner
3. Set up and configure AV systems in different settings
4. Assist and train the public on creating public access TV shows and equipment usage.
5. Troubleshoot video equipment on the spot
6. 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. Skill in oral and written communication
4. Ability to communicate effectively both verbally and in writing
5. Ability to demonstrate good teamwork, interpersonal and public-serving skills and attitude

SUPERVISORY CONTROLS:

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:

MINIMUM QUALIFICATIONS:

1. On-the-job training on use of equipment and photo and video manipulation software
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.

Other

Most of our training is done on the job. New hires will work with an experienced Media tech for six meetings after which they should be capable of stand alone meeting production.

Once they have mastered basic meetings, Media Techs should worked with an experienced Media Tech for remote events shot with the camcorder, at least two events before doing this alone.

Other Training

Video editing.

Field sound, both Town Hall and portable equipment sites.

Projection support, both in the Nowak room and with portable in the field.

Web/Social Media – Town, EXTV, Facebook, You Tube and others.

Bulletin Board work

Photography.

Advanced GoPro and multi Camera Field work
Broadcast Scheduling.

Future – Mevo production

Meeting Transcription.