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HUDSON



JOB OPPORTUNITY

Production Assistant

Current Pay Range (C): \$15.26 - \$20.50 per hour (depending upon qualifications)

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

The City of Hudson is seeking a Production Assistant to perform work in the operation of video production equipment for the City's community television station. Work involves responsibility for setting up and positioning video cameras, microphones, lighting and other video production equipment at the studio and remote sites, operating and piloting drones for aerial videography and photography, testing the equipment for proper and safe operation, and making adjustments and minor repairs as necessary. Position involves evening and weekend hours; determination of full-time or part-time will be made based on qualifications.

Minimum Qualifications

Graduation from high school or GED and some experience at a cable or local network television station, including experience in the operation of video cameras and video editing equipment, Adobe Creative Cloud, Mac and Windows Computers. Candidate must be able to successfully complete a background investigation and post-offer physical examination to include drug screening. Possession of a valid State of Ohio driver's license is required.

How to Apply

Employment application forms may be printed at www.hudson.oh.us or obtained at Hudson City Hall, 1140 Terex Road, Hudson, Ohio, Monday through Friday, between 8:00 a.m. and 4:00 p.m. Completed employment application with resume attached may be submitted by email to HumanResources@hudson.oh.us or mailed to City of Hudson/HR, Attn: Production Assistant, 1140 Terex Road, Hudson, Ohio 44236. **Completed application with resume must be received no later than 4:00 p.m. on March 6, 2020.** EOE

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 02/13/20

PRODUCTION ASSISTANT

FLSA Status: N

Non-Bargaining

Updated: 01/28/2020

CLASS SUMMARY

Under general supervision of station management or other designated personnel, incumbent performs routine technical work in the operation of video production, audio production, and photography equipment for the City’s television station and communications/media team. Work involves responsibility for setting up and positioning video cameras, still cameras, microphones, lighting and other video production equipment at the studio and remote sites, testing the equipment for proper and safe operation, and making adjustments and minor repairs as necessary. Work also involves operating video equipment and recording programs and events. An employee in this class also edits video on both Mac and PC computers. Skills in animation and graphic design are a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Sets up and positions video cameras, microphones, lighting and other video production equipment at the television studio and at various remote sites in the city. This includes potentially operating and piloting drones for aerial videography and photography.

Produce, write, edit, and manage the bi-weekly news show *Hudson Headlines* as directed by the City communications team.

Produce, shoot, and edit special event coverage for playback on HCTV channels or City social media channels.

Performs routine office tasks including data entry, answering phones, and customer service.

Ability to manage the HCTV daily video automation schedule, develop practices for the programming and schedule for daily broadcasts.

Position requires ability to work daytime, evening, and weekend hours with flexible scheduling.

Experience or the ability to move from behind the camera to in front of the camera is preferred.

Must provide a high level of customer service by being courteous, responsive, respectful and helpful in all interactions with staff, superiors and the general public.

Must establish and maintain effective working relationships with superiors, other city employees, school officials, community groups and organizations, and the general public.

May perform other related duties as assigned.

Must follow and comply with City rules and policies, and must have regular, reliable, and punctual attendance.

PRODUCTION ASSISTANT

FLSA Status: N	Non-Bargaining	Updated: 01/28/2020
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PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics 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 frequently performed both indoors in a television studio environment, and outdoors at various production site locations. Work requires sitting and standing for long periods of time, walking, stooping, kneeling, climbing stairs, lifting and carrying objects weighing up to 50 pounds, reaching with hands and arms in front of body and overhead, using hands and fingers to operate video production equipment. Work occasionally exposes employee to electromagnetic radiation, extreme weather conditions and to risk of electrical shock.

MINIMUM QUALIFICATIONS

Work requires possession of a high school diploma or GED, and some experience at a cable or local network television station, or media production company, including experience in the operation of video cameras and video editing equipment, Adobe Creative Cloud, Mac and Windows computers; or an equivalent combination of education and/or experience that provides the following knowledge, abilities and skills:

Strong knowledge of the types and uses of video production equipment, including video cameras, still cameras, microphones, and lighting.

Ability to communicate effectively, both orally and in writing.

Ability to set up video production equipment at the studio and at other locations, to check equipment for proper and safe operation, and to make adjustments and minor repairs.

Ability to learn and efficiently use new proprietary programs or practices.

Skill in the operation of video production equipment, and in producing quality images and sound even in poor lighting and acoustic situations.

Skill in establishing and maintaining effective working relationships with superiors, other city employees, school officials, community groups and organizations, and the general public.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

Valid State of Ohio Driver’s License