

**VIDEO PRODUCER**

**DEFINITION**

To perform a variety of professional duties involved in the production and presentation of video programs in support of Video Services of Information Services; and to provide staff assistance to the service area.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level supervisory and management staff.

Exercises technical and functional supervision over temporary staff.

**ESSENTIAL AND OTHER FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Examples of Essential Functions:**

Produce and direct live and taped programs including gavel-to-gavel public meetings coverage, studio productions, training video tapes, public service announcements, and documentaries.

Perform all phases of video production, including script research and writing, producing/directing, videography and post-production.

Assist in maintenance of production database and tape library system; perform minor equipment repair and maintenance.

Train video production assistants; work with temporary staff to correct deficiencies.

**Examples of Other Functions:**

Respond to public and management inquiries; provide information on departmental and City policies and procedures as required.

Maintain accurate records of work performed.

Perform related duties and responsibilities as required.

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**QUALIFICATIONS**

**Knowledge of:**

Principles, technology, and operation of cable television communications system.

Principles and practices of producing and cablecasting video programming.

Operating characteristics of video equipment used in all aspects of production, including maintenance and minor equipment repairs.

Pertinent Federal, State, and local laws, codes and regulations.

**Ability to:**

Operate video equipment including cameras, mobile-production equipment, lighting and audio recording instruments, monitors and computers.

Develop program ideas and write scripts for programming.

Organize work to meet deadlines.

Train and evaluate staff.

Interpret and explain City policies and procedures.

Use a personal computer and appropriate computer software.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of increasingly responsible experience in video productions.

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**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in media/television communications, or related field.

**SPECIAL REQUIREMENTS**

Flexible work hours with some evening and weekend work.

**WORKING CONDITIONS**

Work in video production setting; operation of various video and lighting equipment.

**OPERATING PRINCIPLES**

Individuals are expected to work in a manner consistent with the City of Vancouver's Operating Principles; specifically: Work and act as a team player in all interactions with other city employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

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