

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Christopher Richter

Work Phone: 261-9116

2. Class Title (i.e. payroll title):

City Channel Producer/Director

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Brad Clark 18

Work Phone: 266-4839

5. Department, Division & Section:

Information Technology / Technical Services Division / Media Team

6. Work Address:

215 Martin Luther King Jr. Blvd. Rm #210

7. Hours/Week: 18.75

Start time: None End time: None

8. Date of hire in this position:

2000? (When the position was created via council ordinance due to misuse of hourly employees)

9. From approximately what date has employee performed the work currently assigned:

1994

-
10. Position Summary:

This is responsible technical work in producing programming and other video materials for Madison City Channel, other client agencies and the City of Madison's website. Work involves providing leadership and administrative support for production activities; training, directing and evaluating production crew members; and serving on production crews. These production crews would include the coverage of city and other governmental meetings, special presentations and public affairs studio shows. Additional duties involve diagnosis and troubleshooting of equipment and software issues, researching and recommending purchases of production related equipment, overseeing production assistant staff on productions, and training staff on use of video production equipment and techniques.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

20% A. Meeting Production

1. Set up equipment / supervise the setting up of equipment

- 2. Supervision of production assistants
 - 3. Direction of crew during production
 - 4. Post Production, editing and encoding
- 25% B. Ad-hoc Production
- 1. Communication with contact and venue contacts
 - 2. Set up equipment / supervise the setting up of equipment
 - 3. Supervision of production assistants
 - 4. Direction of crew during production
 - 5. Post Production, editing and encoding
- 25% C. Studio Show Production
- 1. Communication with outside producers / hosts. Long term planning regarding subject matter.
 - 2. Set up equipment / supervise the setting up of equipment
 - 3. Supervision of production assistants
 - 4. Direction of crew during production
 - 5. Post Production, editing and encoding
- 15% D. Outside Project Work.
- 1. Contact with clients
 - 2. Production
 - 3. Post Production
- 10% E. Misc.
- 1. Meetings
 - 2. Troubleshooting equipment / work with engineer
 - 3. Planning / discussion
 - 4. Personal training / experimentation
- 5% F. Training
- 1. Training production assistants on use of equipment
 - 2. Creating training documents / outlines

12. Primary knowledge, skills and abilities required:

Thorough knowledge of television/video production, methods and techniques, including: producing, directing, scripting, lighting, photography, audio operation and editing. Working knowledge of non-linear editing products and graphic design software. Knowledge of project planning and budgeting techniques. Ability to exercise initiative and creativity in planning and directing production related activities, including pre-production planning and subject research, budgeting, facilities and equipment; and oversight of crew activities. Ability to produce and direct live and remote television products, including assessing equipment and logistical needs and equipment set-up, placement and testing. Ability to set up and test equipment and/or direct others to do so. Ability to exercise initiative in organizing and coordinating multiple on-going projects. Ability to provide training and supervise duties of production crew members. Ability to establish effective working relationships. Ability to communicate effectively with clients and co-workers, both orally and in writing. Ability to work as a part of project/production crew team. Ability to occasionally work variable hours (including nights and weekends) and be flexible. Ability to maintain adequate attendance.

Must have valid Wisconsin drivers license. Be able to lift ~50 lbs.

13. Special tools and equipment required:

Video production equipment as well as production software.

14. Required licenses and/or registration:

None

15. Physical requirements:

Able to lift 50-75 lbs when loading and unloading equipment. Able to sit at desk / production controls for many hours at a time.

16. Supervision received (level and type):

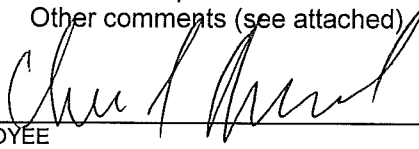
General

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached)

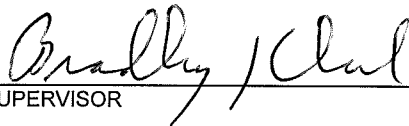


EMPLOYEE

5/22/13 8/7/13
DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).



SUPERVISOR

8/7/13
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

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