

## CITY OF MADISON POSITION DESCRIPTION

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

Jesse Poole

Work Phone: 608-2619116

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

3. Working Title (if any):

Media Producer/Director Trainee

4. Name & Class of First-Line Supervisor:

Herb King, Technical Services Manager

Work Phone: 267-4911

5. Department, Division & Section:

Information Technology Technical Services Media Team

6. Work Address:

215 Martin Luther King Jr. Blvd. Rm #210

7. Hours/Week: 38.75

Start time:

End time:

8. Date of hire in this position:

11-06-17

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

11-06-17

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10. Position Summary:

This is responsible technical work producing programming and other video materials for Madison City Channel and for other client agencies. Work involves learning to provide leadership and administrative support for production activities; directing and evaluating production crew members; and serving on production crews. Additional duties include diagnosis and troubleshooting of equipment and software issues and setting up audiovisual equipment. The work is performed under the direct supervision of the Media Team Leader and Producer/Directors and the general supervision of the IT Technical Services Manager, and is reviewed through periodic conferences and evaluations of finished products.

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

25% A. Meeting Production

1. Set up equipment / oversee equipment setup by Production Technicians
2. Direct Production Assistants during production

3. Edit and encode media files and enter associated data where needed
  4. Serve as Production Technician
- 25% B. Event Coverage Production
1. Communicate with contact, venue contact, and Media Team Leader regarding venue specifics, audiovisual needs, logistics, etc.
  2. Set up equipment / oversee equipment setup by Production Technicians
  3. Direct Production Assistants during production
  4. Edit and encode media files and enter associated data where needed
  5. Serve as Production Technician
- 5% C. Studio Show Production
1. Assist Producer with coordination of host, guests, topics, etc.
  2. Set up equipment / oversee equipment setup by Production Technicians
  3. Direct Production Technicians during production
  4. Edit and encode media files and enter associated data
  5. Serve as Production Technician
- 30% D. Media Project Production
1. Communicate with client and Media Team Leader to plan project, schedule associated productions, and determine necessary pre-production and post-production activities
  2. Set up equipment / oversee equipment setup by Production Technicians
  3. Direct Production Technicians during productions
  4. Edit and encode media files and enter associated data where needed
  5. Digital Signage
  6. Serve as Production Technician
- 15% E. Misc.
1. Attend staff meetings
  2. Participate in training and development activities
  3. Diagnose and troubleshoot equipment and software issues
  4. Set up and operate audiovisual equipment
  5. Provide general assistance to Producer/Directors and Media Team Leader
  6. Production Technician training.

12. Primary knowledge, skills and abilities required:

Knowledge of television/video production, methods and techniques, including experience in the following roles: Assistant Director, Technical Director, Lighting Technician, Camera Operator, and Audio Operator.

Knowledge of professional non-linear editing products and graphic design software.

Knowledge of television/video production equipment such as HD video cameras, microphones, audio mixers, and production switchers.

Ability to set up, test, and operate equipment such as HD video cameras, microphones, audio mixers, and production switchers.

Ability to exercise initiative in organizing and coordinating multiple ongoing projects.

Ability to establish effective working relationships with co-workers, client agencies and the public.

Ability to successfully work with diverse communities and multicultural populations.

Ability to communicate effectively, both orally and in writing.

Ability to work as a part of project/production crew team.

Ability to occasionally work variable hours.

Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Must have valid Wisconsin drivers license.

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):

This position is under the direct supervision by the Media Team leader and general supervision by the Technical Services Manager.

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

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

DATE

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

