

CITY CHANNEL PRODUCER/DIRECTOR 1

CLASS DESCRIPTION

General Responsibilities:

This is responsible technical work in producing live-on-tape public affairs programming and other video materials for Madison City Channel. Work involves providing leadership and limited administrative support for production activities; training, directing and evaluating production crew members; and serving on production crews. The work is performed independently under the general supervision of the City Channel Production Supervisor, and is reviewed through periodic conferences and evaluations of finished products.

Examples of Duties and Responsibilities:

Primary responsibility is to produce and direct meeting coverage and live-on-tape public affairs programming.

Train, direct and evaluate hourly/work study crew members.

Assist City Channel Production Supervisor or other City Channel Producer/Directors with production related activities.

Serve as a member of a production crew and provide assistance to a project producer/director, as required.

Perform related work as assigned.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Working knowledge of television/video production, methods and techniques, including: producing, directing, scripting, lighting, photography, audio operation and editing. Ability to plan and direct production related activities, including pre-production planning, budgeting and scheduling of crews, 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, 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.

Training and Experience:

Two years of directly related technical experience in television/video production. Such experience would normally be acquired after completion of high school supplemented by related technical coursework. Additional specialized training or education may be substituted for up to one year of technical experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

| Department/Division | Comp. Group | Range |
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| Comptroller's Office/Madison City Channel | 17/20 | 09 |

Approved: _____
Mary Ann Stalcup
Human Resources Director

Date

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| | New |
| X | Revised |
| | Title Change |
| | CG/Range Change |