



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

JOB ANNOUNCEMENT

The Sacramento Metropolitan Cable Television Commission is accepting applications for **part-time** Senior Production Assistants.

CLASS TITLE: Senior Production Assistant (Part-time)
SALARY RANGE: \$25.20 - \$30.93 (Hourly)
OPENING DATE: **Friday, May 31, 2024**
CLOSING DATE: **Friday, June 21, 2024**
LOCATION: Sacramento, CA.
WORK SCHEDULE: Varies
HOW TO APPLY: If you meet the qualifications described herein, please submit a cover letter, an Application of Employment, and a resume to riggsk@saccounty.gov.

SALARY RANGE

Senior Production Assistant: \$25.20 - \$30.93 (Hourly)

JOB SUMMARY

Under general supervision, performs journey-level complex technical work related to the set-up, video production, and storage of city council, Sacramento County Board of Supervisors and other governmental meetings, and the production of cable television programs; travels to varied locations within Sacramento County; organizes, coordinates, and directs video production activities.

CLASS CHARACTERISTICS

This is the journey/lead level position and is distinguished from the other classes in the Production Assistant class series by working independently while performing more complex duties. The incumbent must possess technical, functional, and production knowledge and perform specialized duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Production Director; provides functional supervision to Production Assistant I/II. May receive functional supervision from Technical Coordinator, Multimedia Technician, or Programming Coordinator.

EXAMPLE OF ESSENTIAL DUTIES

Duties and responsibilities may include, but are not limited to, the following:

- Transports, sets up, installs, operates, disassembles, and stores a variety of audio, video, and lighting equipment for broadcasting and online distribution of city council meetings, commission meetings, Board of Supervisor meetings, and other related meetings
- Tests specialized audio and video equipment including cameras, switcher, lights, recording devices, microphones, closed captioning, large format screens and other related equipment; assesses and troubleshoots as needed; and informs technical staff and director of problems
- Checks recording devices for appropriate routing and confirms that enough space is available for the meeting
- Locates graphics/templates on Google Drive and transfers via flash drive to character generator computer and reviews for accuracy and proper format; checks to ensure there are no spelling or grammatical errors
- Directs video recording of meetings; monitors microphones, and operates robotic cameras to find, frame and capture activity and speakers during meetings
- Operates switcher to select which camera, graphic and/or presentation combination is seen by viewer; manipulates switcher to meet the needs of presentation or speaker
- Monitors recordings, live feed and captioning for appropriate operation and display; ensures correct graphics/presentation files are displayed
- May perform general maintenance and repair of audio-visual equipment and computers in control rooms and during Metro Cable van field shoots
- Trains, coaches and/or mentors new Production Assistants in the use of cameras, character generator, and other equipment
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

The knowledge, skills, and abilities listed below may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

Education and Experience

Education

Equivalent to an associate degree from an accredited college or university in digital media, media communications, television broadcasting or a closely related field.

Experience

Two years of increasingly responsible experience in the operation and maintenance of audio and video equipment, or broadcast television production at the Production Assistant II level.

Additional qualifying experience may substitute for required education on a year-for-year basis.

Licenses and Certificates

Possession of a valid California Class C driver's license and the ability to meet automobile insurability requirements of the Commission is a condition of continued employment.

Knowledge of:

- Terminology, methods, practices, and techniques of television/audio-visual production; including cameras, camera controller, switcher, microphones, audio mixer, character generator, encoder computers, audio/video recording devices; and portable USB hard drives
- Technology and practices of television/video production
- Principles and techniques of camera operations, audio and video recording, lighting, and other equipment related to cable television production
- Computer operations and file transfer techniques; internet connections and protocol
- Windows, Google Drive, Google Docs, Cablecast and other job-related software
- Computer, production, and audio-visual equipment related to television broadcasting
- Maintenance and troubleshooting for assigned equipment
- English usage, grammar, spelling, vocabulary, and punctuation

Ability to:

- Set up and operate video cameras and related equipment for both studio and remote locations
- Tear down and safely store specialized television equipment

- Use and care for video production equipment and related tools
- Solve problems and trouble-shoot equipment and other job-related issues
- Understand and follow oral and written instruction, and user manuals
- Communicate clearly with those contacted in course of duties, including Metro Cable staff, Commission administration staff, board, and council members
- Type and edit computer graphics using proper spelling and grammar
- Work in a fast-paced and team-oriented environment
- Provide direction and functional supervision over other Production Assistants
- Remain flexible in an environment with changing priorities, deadlines, and schedules
- Maintain production records, status reports, and assess inventory needs
- Prepare reports and communicate effectively both orally and in writing
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
- Operate personal computers and related software
- Organize and prioritize projects and tasks in an effective and timely manner; organize own work, set priorities, meet deadlines, and see tasks through to completion
- Oversee live event direction and equipment operation, including video switchers and audio boards
- Drive a vehicle and travel to various production locations
- Work flexible schedule with varying job hours including evening work as needed

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: *The conditions herein 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.*

Physical: Strength to lift, carry, push, pull, or move objects weighing up to 50 pounds. May involve significant standing, walking, pushing, and/or pulling. Frequently stand or sit, extend neck upwards, downwards or side to side. Occasionally walk, bend, stoop, push/pull, twist at the waist, handle, grip, grasp, reach at above or below shoulder level, extend neck upward, downward and side to side. Vision: visual acuity sufficient to perform the essential functions of the position; average depth perception needed. Hearing: ability to effectively hear

and comprehend oral instructions and communication.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; use of advanced reading skills to read and understand technical instructions; perform simple mathematics calculations; use of simple writing skills; react quickly and calmly and to exercise good judgment in following procedures and directions; respond quickly to changing situations and work under pressure; communicate effectively orally; work within deadlines.

ENVIRONMENTAL CONDITIONS: Constantly work indoors. Rarely work outdoors. Frequent use of cameras, recording devices and other products and equipment related to production of PEG access programming; personal computer, including word processing, database, and spreadsheet programs; motor vehicle; small hand tools; ladders; calculator; telephone; copy machine. Work both with others and alone. Occasional exposure to excessive noises. Frequent work in small control rooms.

Work schedule will include evenings to cover government meetings.