

CITY OF BURBANK

VIDEO PRODUCTION SUPERVISOR

DEFINITION

Under direction, to supervise the City's Government Cable Channel, including production services related to both taped and live telecasts, video programs and training films; to train personnel and supervise production; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises live cable casting of government meetings; supervises and monitors the activities of production personnel during field and studio productions; responsible for setting up, operating and maintaining studio, production facilities and field production elements and equipment including scheduling and staffing, television cameras, video recorders, microphones, lights and graphic equipment; directs program production from original concept to completed project; responsible for determining video equipment needs and for preparing appropriate bid specifications; trains, monitors, and directs production personnel; assists the Public Information Officer as needed; interacts with the Burbank School District and with other city departments in support of their video needs; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - all phases of television production, including live and taped cable casting; videotape editing, including single and multi source; audio equipment and television program creation, development, and production.
- Ability to - plan, direct, script, edit and produce live and taped community-based television programs; train, direct, and supervise the work of a production staff; operate sophisticated television equipment including cameras, lights, video recorders, microphones, and graphic equipment; prepare reports and communicate effectively, both orally and in writing; maintain effective working relationships with supervisors, fellow employees and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to two years of professional telecommunications experience and graduation from an accredited college or university with a Bachelor's degree in communications, journalism, television production or a closely related field. Additional professional experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.