

## **Video Technician (6145) TASK LIST**

### **Video Production and Operation**

1. Operates broadcast-quality video systems and equipment such as field and studio cameras, editing systems, lighting equipment, microphones, graphic systems, audio mixers, computer robotic cameras, drones, and video switchers in order to produce broadcast-quality video programming and/or video projects for the City.
2. Edits videos using methods such as non-linear editing with programs such as Final Cut Pro X, Adobe Premiere, and Avid in accordance with industry broadcast standards for municipal access productions and operations in order to produce broadcast-quality video programming and/or video projects for the City.
3. Serves as part of the production crew during City Hall meetings, studio, field, and other municipal productions by producing, directing, and teleprompting in accordance with industry broadcast standards for municipal access productions and operations in order to produce broadcast-quality video programming and/or video projects for the City.
4. Conducts pre-production research by meeting with and interviewing Department representatives and job experts to gather project facts, tasks, and ideas, writes scripts and shot lists, scouts locations, and directs and produces a video in order to complete a municipal access project and/or other video projects for the City.
5. Carries, sets-up, operates, breaks down, and stores up to 50 pounds of video equipment throughout the day, such as a camera, tripod, sandbags, and/or lighting equipment in order efficiently and effectively complete various video production assignments.
6. Converts video media files into the appropriate codec format using software such as Final Cut Pro X, Adobe Premiere, and/or Avid, for various applications, such as web-streaming (.mp4, .mov, etc.), social media, broadcast quality, standard definition, and other required formats in order to distribute videos as needed on standard media cards, servers, and drives.

### **Equipment Maintenance and Troubleshooting**

7. Resolves various technical and non-technical problems such as audio and video issues and monitors the equipment used on location in order ensure smooth operation of the production and to prevent theft and/or equipment damage.
8. Inspects video production equipment visually by checking components such as the camera settings for white balance and/or the lens or sensor for dust; reports issues to designated personnel; and assists engineering staff in performing routine equipment maintenance using tools such as a hum reducer, pliers, and/or a Leatherman in order to ensure that the video production equipment is operational and up to manufacturer specifications.

9. Provides critical information to the contractors (contract editors, field crews) and other City staff about the project details and specifics, to ensure that they are cross-informed to complete a video project successfully.

### **Communication**

10. Communicates and collaborates with City officials, City departments, contractors, employees, supervisors, and the public, in-person, by telephone, or by e-mail, in order to coordinate municipal access projects, provide status updates on assigned projects, and provide technical direction and/or information pertaining to video production and editing services.

