



Job Description

Job Title: Part-Time Television Production Technician

Department: Information Technology

Reports To: Television Program Director

Classification: Non-Represented

Wage: Salary Grade 2

Date Issue: September 1, 2016

Position Summary

Under administrative direction from the station program director, to perform daily activities in programming, operations, and/or on-air promotions in a television station and to assist in its management.

Essential Duties and Responsibilities:

1. Prepares and distributes the upcoming program listings.
2. Prepares the daily program log.
3. Maintains the library of pre-recorded programs.
4. Direct and film in-studio and on-location events.
5. Perform editing and publishing of film productions.
6. Update website and social media pages with recently completed productions.
7. Act for the Television Program Director in his/her absence and at his/her direction.
8. Consults with Television Program Director on programming and program-schedule matters.
9. Interviews the public to ascertain the programming needs of the local coverage area and maintains records of programming meeting those needs.
10. Assists in coordination of production/operation activities, such as scheduling of facilities, staff, and equipment.
11. Assists the Television Program Director in duties and special projects.
12. Performs other related duties as assigned.

Qualification Requirements:

1. Knowledge of the operations of a television station.
2. Knowledge of television programming.
3. Knowledge of television promotion format and presentation.
4. Knowledge of automated data processing systems.
5. Ability to produce publicity items.
6. Ability to work with the public.

Education and/or Experience:

- An Associate in Broadcast/Communications with experience in video productions, preferable in a local access television environment or any combination of education and experience that provides a high level of knowledge, skills, and abilities.
- Or in lieu of the above credit for university or two-year college training leading to a major in radio/television, broadcasting, communications, or closely/other related fields
- One year of responsible experience in television, including program/operations, program scheduling, or traffic.

Pre-Employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen. Applicant must have a valid driver's license and a means of transportation to and from sites and locations where filming is to be taking place.

Language Skills:

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Reasoning Ability:

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

Physical Demands:

The physical demands described here 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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is

required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 50 pounds.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.