

City of Vicksburg Job Description

Job Title: VTV Videographer/Editor
Department: VTV
Reports To: VTV Station Director
FLSA Status: N
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Approved By: Antoinette Bradley, March 2018

Summary: Broadcasts meetings live, edits, television or cable television video tape, and sound tracks for later playback and videotapes public meetings and events by performing the following duties.

Essential Duties and Responsibilities include the following.

Videotapes public meetings and events.

Works in coordination with other departments in scheduling shoot times.

Broadcasts live public meetings held in council room.

Evaluates and selects scenes in terms of dramatic and entertainment value and story continuity.

Trims or edits videotape to specified time constraints and assembles segments in sequence that presents story with maximum effect.

Reviews edited videotape on screen or monitor and makes corrections.

Drafts and/or edits informational or promotional graphics, fliers, signs, and/or announcements for various City of Vicksburg departments.

Routinely publishes creative content to City of Vicksburg and VTV owned social media, such as Facebook, YouTube, Instagram, Snapchat, etc.

Appear and speak on camera, both in studio and at remote events.

Creates programming schedule of edited videotape.

Reviews all works for highest quality.

Takes care and maintains all video equipment and peripherals.

Other duties may be assigned as needed.

Provides in-house training for all software.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Applicable certification from college or technical school preferred; OR one to two years related experience and/or training; OR equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of customers or employees of organization. Ability to video subjects to ensure a quality shot. Ability to communicate effectively with the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Qualifications

Overtime, alternative work schedule and on-call work status may be assigned if needed. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine costs and impact, and address problems.

Analyzes data and produces reports for all departments.

Manages all large utility projects that are related to billing in any way

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 individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.