



**NOTICE OF VACANCY  
August 5, 2016**

**POSITION: Production Technician**

**DEPARTMENT: Media Services**

**SALARY: M3 \$42,192**

**HOURS: Monday – Friday Hours will vary based on needs**

Statement of Duties: Production Technician must demonstrate competency with all areas of conventional cable broadcasting, including but not limited to audio/video instrumentation measurement, experience with broadcast video cameras and lenses/production switchers/audio mixers, lighting for video, sound recording, video encoding/compression, computer networking, broadcast automation and post production video capture and non-linear editing systems.

Supervision Required: Under the general supervision of the Media Services Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed

Supervisory Responsibility: Employee is not required to regularly supervise other town employees.

Confidentiality: Employee does not have regular access to confidential information in accordance with the State Public Records law.

Accountability: Consequences of errors or poor judgment may include missed deadlines, legal repercussions, monetary loss, and adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee primarily performs work in a municipal office setting subject to frequent interruptions. Employee will also be required to perform work on location in a variety of conditions in an efficient and effective manner. Employee may be required to work beyond normal business hours to attend evening meetings, weekends, holidays and to respond to emergency situations.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and vendors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties generally do not present occupational risk to the employee. Minor injury could occur, however through the employee's failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting/carrying department equipment or materials.

Essential Functions:

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Operate cable television equipment to cablecast live coverage of government meetings.
2. Manage and upload video content for town's online streaming video.
3. Update and maintain the online programming schedule listings.
4. Complete duplication DVD requests from the public.
5. Update municipal cable channel bulletin board with town information.
6. Produce coverage of community events as assigned by the Director of Media Services.
7. Provide general media production assistance to various town departments.
8. Be able to pay precise attention to detail.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in television or mass communications, 5-7 years of live television or related experience, or equivalent combination of education and experience.

Special Requirements: Class D Motor Vehicle Operator's license. Must demonstrate advanced competency with non-linear video editing systems and have good technical knowledge of television production.

Knowledge, Abilities and Skill

Knowledge: Advanced knowledge of video production techniques, including: audio mixing, graphics operation, robotic camera operation, stage managing, hand held or jib camera and video recording/playback systems.

Abilities: Plan and prioritize work, and perform multiple tasks, work independently, and be self motivated. Ability to deal effectively with disgruntled members of the public and staff. Ability to follow written and oral instructions in a detailed manner.

Skills: Proficient customer service and organizational skills; proficient written and oral communication skills. Proficient data processing and keyboarding skills.

Physical and Mental Requirements

*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 position's essential functions.*

**Physical Skills:** Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require the lifting and carrying of objects such as department equipment. There may be need to stretch and reach to retrieve materials.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, broadcast camera equipment and rigs or a video editing computer.

**Visual Skills:** Position requires the employee to constantly read documents and reports for understanding and routinely for analytical purposes and must constantly be able to determine color differences.

**Please visit our website:**

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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