

**CHARLES COUNTY GOVERNMENT
JOB DESCRIPTION**

Title Videographer / Technician

Job Summary

The Videographer / Technician is responsible for the technology necessary to keep Charles County Government Television on the air at all times. This position works to provide solutions to problems that may arise in keeping the station on air, and keeps abreast of the latest technology to make recommendations so that the quality of the station is maintained at a professional level. In addition, performs duties directed by management, including video taping and editing events (Adobe Premiere preferred). Ability to manage multiple projects. Ability to meet deadlines is a must, as well as upholding professional standards for the station. This position is to assist the Station Manager with the development and production of programs for the Charles County Government Cable Channel to inform and promote the services and programs offered by Charles County Government to its citizens using video equipment in a studio or on-site location.

Essential Job Functions

Research, develop, and produce programs, such as talk shows and news magazines that foster the mission statement, vision statement, and goals and objectives of the Charles County Commissioners, and promote County-sponsored events or festivals.

Schedule participants for County programs for broadcast.

Create and update a community video bulletin board.

Shoot and edit programs with video equipment.

Operate equipment for live or taped broadcasts of County Commissioners, other Boards and Commission meetings, and other County Government Department programs, news conferences, workshops, and events.

Maintain a program library.

Schedule maintenance of equipment and order supplies.

Create a program guide for the County web site.

Market the Government Access Channel using other mass media.

Contract with vendors as assigned.

Set up the County Commissioners' and Cable Studio. Maintain studio equipment, lighting and sound equipment.

Maintain the software needed to keep Charles County Government television on air at all times. Provide solutions to problems that may arise in keeping the station on air, and keep abreast of the latest technology to make recommendations so that the quality of the station is maintained at a professional level.

Perform duties directed by management, including video taping and editing events.

Manage multiple projects and meet deadlines.

Assist with Public Access Studio setup.

Other Duties

Performs related work as required.

Knowledge, Abilities and Skills (These are pre-employment KASs that apply only to Essential Job Functions.)

Knowledge of--

- Modern office procedures and practices including operation of office appliances such as calculators, desktop computers, typewriters, and wordprocessors.
- Use of video and production equipment. (Experience with digital systems preferred).

Ability to--

- Develop and produce programs using video equipment effectively and efficiently.
- Communicate effectively orally and in writing.
- Film and develop quality video programs.
- Manage multiple projects and meet deadlines.

Skills--

- Word processing and computer skills.
- Videography skills.

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above Knowledge, abilities and skills may be substituted on a year for year basis.)

Training and/or Education:

Bachelor's Degree in Broadcasting , Broadcast Journalism, Media Production, Telecommunications, Radio-Television Production or a related field.

Experience:

Two years of video production and editing experience.

Licenses or Certificates:

Valid driver's license.

Special Requirements

Ability to maintain information confidentially.

Physical Demands:

The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 40 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands:

Work is subject to frequent interruptions.

FLSA Status:

Exempt

Reports to:

Station Manager

Supervises:

None

Grade

12

11/08