



Position Description

CABLE TELEVISION PRODUCTION AIDE I/II

GENERAL PURPOSE

Performs tasks related to the production and presentation of local programming.

DISTINGUISHING CHARACTERISTICS

This classification is an at will, part-time position designed for local high school and community college students in the Cable Television Department. Both positions utilize a nontraditional work schedule, which may routinely include evening and/or weekend work. Cable TV Production Aides may be teamed with other CATV Department personnel and/or other City Department personnel to perform a variety of duties, which are focused on community, based local origination video production.

Production Aide I: This is an at-will, part-time position and is designed as a training step for individuals in local high schools who may be interested in a video production career.

Production Aide II: This is an at-will, part-time position that requires previous experience as a Production Aide I or equivalent work experience. This position is designed as a training program for individuals in local high schools and community colleges who may be interested in a video production career.

SUPERVISION RECEIVED

Works under the direct supervision of the Programming Coordinator with overall direction provided by the Cable Television Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Assists in on site preparation for. Local programming productions.

Assists in breakdown and storage of equipment following local programming productions.

Operates video camera or sound equipment.

Performs a variety of miscellaneous duties pertaining to the production of local programming including running errands and picking up supplies as needed.

PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

For both positions:

(A) Appropriate work permits as applicable.

(B) One year participation in volunteer training program or equivalent experience.

For Aide I: High school student, at least sixteen (16) years of age.

For Aide II: High school student, at least sixteen (16) years of age, Junior or Senior in high school with previous experience in video production.

Necessary Knowledge. Skills and Abilities:

(A) Working knowledge of the video equipment.

(B) Skill in operation of listed tools and equipment.

(C) Ability to effectively assist in the production and presentation of local television programming

(D) Ability to establish and maintain effective working relationships with employees, supervisors, volunteers, and the general public; Able to communicate and understand oral instructions

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Various television equipment including: video camera.

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 this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. The employee must be able to distinguish color spectrum.

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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The employee occasionally works within the confined space of a video production room and/or trailer.

The noise level in the work environment is usually moderately loud when working in the production office and in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience: oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: January 11, 2000

Resolution Number: 2000-1

Revision History: