



The CITY OF BURNSVILLE  
Invites applications for the position of:

## TV Production Assistant (Part-Time)

An Equal Opportunity Employer

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**OPENING DATE:** 12/06/16  
**CLOSING DATE:** 12/18/16  
**STARTING SALARY:** \$13.50/hour to \$14.50/hour, depending on experience

### HOURS:

The position is part-time. Hours will vary between 5-35 hours per week, depending on current projects and workload, but will average to approximately 20 hours per week. Availability on weekends and/or between the hours of 12 p.m. and 10 p.m. on weekdays is required.

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### DESCRIPTION:

Under the supervision of the Community Television Operations Specialist, the Television Production Assistant is responsible for shooting and editing video for a variety of projects for the City of Burnsville. This role will also include production of municipal meetings, driving and operating the City's mobile production truck, assisting in the production of both live and live-to-tape productions in both a mobile and fixed studio environment, and administrative duties within the BCTV studio.

### ESSENTIAL JOB FUNCTIONS:

1. Assisting to shoot, edit and produce live events, live-to-tape events, public service announcements, b-roll and other internal/external video with concern for quality video, audio, picture composition and according to production policies in place.
2. Ability to handle video projects independently from start to finish, including pre-planning, coordination, lighting, shooting and editing.
3. Produce and assist with production of community meetings and events.
4. Prepare, set-up and take down City production areas (e.g. mobile truck, Council Chambers, portable equipment, etc.) for event or live meeting coverage.
5. Produce, direct, run replay station, ensure quality audio and efficiently run a switcher and character generator program at live and live-to-tape events – both utilizing a mobile production studio and within a fixed studio environment
6. Assist in management of BCTV Studio operations, productions and administrative duties.
7. Work with BCTV staff members to troubleshoot and solve equipment problems when they occur.
8. Arrive for work in a timely fashion and treat staff members and members of the public with professionalism and respect.
9. Work cooperatively as a member of the BCTV production team to meet broad community production goals and insure high quality production standards.
10. Ability to work a flexible schedule with little advance notice.

## **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of live and live-to-tape video production techniques, including camera operation, audio equipment, switchers, character generators, etc.
- Knowledge of digital camcorder and Final Cut X non-linear editing.
- Knowledge of the technical requirements of television production, audio mixing, camera operation and post production.
- Basic knowledge of black balance, white balance, zoom and focus, and legal video levels.
- Ability to discern the difference between line and mic audio levels.
- Knowledge of picture composition.
- Knowledge and experience operating within a mobile and/or fixed production studio
- Strong verbal and written skills, specifically in regard to script writing for television
- Knowledge and understanding of Microsoft Windows and Mac operating systems
- Computer keyboarding skills.
- Ability to enter information into computers and/or character generators quickly, using correct spelling, grammar and accurate content information.
- Ability to use, set up and tear down portable equipment, including but not limited to portable cameras, tripods, microphones, portable mixers and light kits.
- Working knowledge of basic video maintenance/engineering and equipment.
- Ability to learn quickly, multi-task and work in a fast-paced environment.
- Ability to communicate effectively verbally and in writing to staff, supervisors, City officials and members of the public.
- Ability to establish and maintain effective relationships.
- Ability to organize, prioritize and take direction.
- Ability to travel independently to and from events.
- Ability to work independently and in a group setting.
- Ability to work hours outside of normal City Hall hours of operation.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; and to talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **ENVIRONMENTAL CONDITIONS**

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

## **MINIMUM QUALIFICATIONS:**

- Valid Driver's License
- Minimum two-year Associate's Degree or Certificate in broadcasting, video production, film or television production or two years of comparable work experience.
- Must be able to regularly lift and/or move up to 90 pounds.

**DESIRABLE QUALIFICATIONS:**

- Four-year Bachelor's Degree or Certificate in broadcasting, video production, film or television production or four years of comparable work experience.
- Previous work experience in photojournalism, video production, video editing, broadcast journalism, studio or mobile production.
- Previous experience in Master Control

**EXAMINATION:**

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Final candidate must successfully pass background check

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**APPLICATIONS MAY BE FILED ONLINE AT:**

[www.burnsville.org/jobs](http://www.burnsville.org/jobs)

**OUR OFFICE IS LOCATED AT:**

100 Civic Center Parkway

Burnsville, MN 55337

P: 952-895-4477