

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Senior Production Specialist
Job Code	
FLSA Status	Non-Exempt
Pay Grade	PT 108

GENERAL SUMMARY

Oversees production and post-production on assigned programs and video segments and prepares completed programs for playback. Maintains status of all equipment, researches new equipment and trends and work with vendors on purchasing new equipment. Produces content for social media and receives requests from other departments for social media postings.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs pre-production, production, and post-production for scheduled tapings, assisting in set design, and directing employees and volunteers during studio and field location tapings
- Oversees post-production organizing and editing of footage, and prepares programs for playback, internet uploads and posting on social media.
- Interacts with internal and external producers and talent, obtaining proper paperwork and developing relationships
- Monitors and assesses production equipment, troubleshooting arising issues and identifying potential replacement equipment. Maintains relationships with vendors to obtain quotes for submitting bids
- Responsible for generating video content for social media platforms. Oversees the uploading and posting of video content and monitors audience engagement metrics on multiple social media platforms
- Utilizes social media platforms to promote Bloomfield Community TV, interacting with users and promoting content
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college with major course work in Broadcasting, Television Production, or related field
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

None

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Relevant Township Broadcasting policies and procedures
- Television production practices and procedures, including camera operations
- Studio production practices, such as set design
- Social media platforms and audience engagement practices

Skill in:

- Use of applicable production software, such as graphics and editing systems
- Use of applicable production equipment, such as cameras
- Use of social media platforms, including Facebook, Twitter, Instagram, etc.

Ability to:

- Direct and the work of a team of production personnel
- Effectively interact and develop relationships with staff and volunteers
- Effectively utilize social media to promote Bloomfield Community TV

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space		X	
Vehicle		X	
Warehouse environment	X		