

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Cable and Community Relations Assistant
Job Code	
FLSA Status	Non-Exempt
Pay Grade	PT 101

GENERAL SUMMARY

Supports the production of video and content including public events, meetings, concerts, sports, podcasts, documentary and other digital assets. Under supervision, assist producers on studio production, in the field, and post-production. Supports the digital distribution of video content including uploading to social media platforms, writing descriptions and posts. Supports Community Relations engagement activity.

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.

- Works as a production assistant on field productions and community events
- Assists in set tear down and set-up for studio productions
- Edits, creates graphics, uploads media to digital platforms and other post-production tasks as assigned
- Works with a production team to ensure high-quality video and audio production
- Assists Community Relations in tasks such as answering the phone, greeting guests, providing tours and supporting events.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's Degree or 2 Years of College from an accredited college with major course work in video production, broadcasting or a related field
- At least 6 months of experience or training in video production or broadcasting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

None.

OTHER JOB REQUIREMENTS

None.

Classification Title: Cable and Community Relations Assistant

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Relevant Bloomfield Township policies and procedures
- Video production practices and procedures, including set design and directing

Skill in:

- Use of video production equipment, including filming, editing, and assembling footage
- Editing software and social media platforms
- Use of relevant computer software as necessary

Ability to:

- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

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		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		