

**CTV North Suburbs  
Municipal Producer**

**Department:** City Productions  
**FLSA Status:** Part-time; Non-exempt  
**Reports To:** Public and Government Coordinator  
**Supervises:** N/A

**SUMMARY**

The position is a key production position for CTV. The primary job is setting up, recording, and running all video & audio components of City Meetings. Technical knowledge and an understanding of broadcast video composition and audio quality is essential. High attention to detail and a strong work ethic is essential to this position.

**PRIMARY RESPONSIBILITIES**

1. Operate City Meeting Productions
  - a. Set up, record, and tear down audio and visual components related to city meeting productions.
  - b. Operate PTZ cameras and digital production switcher in accordance with video broadcast.
  - c. Set up microphones and operate audio control board throughout meeting.
  - d. Set up live streams as well as set up multiple recordings of each meeting.
2. Create Supporting Documentation
  - a. Create supporting documentation for municipal productions.
  - b. Track agenda items and document timed agenda of each meeting.
  - c. Take note and report any malfunctioning or broken equipment.

**SECONDARY RESPONSIBILITIES**

1. Train in on multiple city meeting set ups.
2. Other duties as requested by management.

**JOB SPECIFICATIONS**

**Education and Experience**

- High school diploma or GED and related training
- 1 or more years of audio/visual work experience
- Knowledge of and experience in live media productions

**Knowledge, Skills and Abilities**

- Proficient in PTZ camera control, Ross Switchers, and live to recording broadcast set up.
- Strong attention to detail and organizational skills. Set up and tear down has many components and must be done in a particular order.
- Detail-oriented and strong communication skills. Able to communicate clearly in person and in writing.
- Flexible schedule.
- General knowledge of professional broadcast aesthetics and technical requirements.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

- Sit at a desk for extended periods of time and 2-4 hours of work sitting in a control room.
- Apply manual dexterity and visual acuity for repositioning cameras, modifying audio, and recording meeting agenda.
- Physical ability to move around City Chambers as needed to set up audio/visual system and assist with other general needs as described on site.

**WORK ENVIRONMENT**

Primarily work in an indoor setting. Must be able to go outside in all MN weather conditions, varying temperatures. Must have reliable transportation.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Revision Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties, responsibilities or accountabilities. Company management reserves the right to ask incumbents to perform additional duties and tasks as well as reserves the right to amend and change responsibilities and job descriptions to meet business and organizational needs at any time as necessary.*