

# **VIDEO TECHNICIAN**

## **Hourly/Temporary**

### **\$24.12/hour depending on qualifications**

### **20-40 hours per week**

### **Flexible Working Hours**

To apply for this position, candidates must complete and submit a City of Daly City Hourly (Yellow) Application to the Daly City Human Resources Department: 360-90<sup>th</sup> Street, Daly City, CA 94015 OR apply directly through [www.calopps.org](http://www.calopps.org).

**Applications will be accepted until position is filled.** This hourly position is not in Civil Service and does not receive benefits.

#### **DEFINITION**

Under direction, the Video Technician assists with the development of television programming and operates a variety of video production equipment for live cablecasts of public meetings and for preparation and playback of pre-recorded video programs, including the editing and production of event recaps and performs other duties as required.

#### **EXAMPLES OF DUTIES**

Control remote and portable video cameras, operate digital video recorders and audio equipment for the live cablecasting of public meetings. Choose camera shots, graphics, and adjust audio levels. View action on monitors; control contrast, brilliance, color balance, and fidelity and audio quality of cablecasted television signal. Inspect video production equipment for proper operation, control, and safety; make minor adjustments and temporary repairs to equipment as necessary. Assist in the production of programs including desktop editing. Create video "slides" using a variety of text, sounds, and graphics including backgrounds, borders and video images. Operate a variety of video imaging and scheduling software and/or character generators. Create automated shows using combinations of video "slides" and/or machine control commands. Duplicate and label DVDs. Maintain records of work performed.

#### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Television and video production techniques, operations and equipment. Video and computer graphics.

**Ability to:** Operate television production equipment such as field and studio cameras, digital recorders, editing equipment, switchers/special effects generators, and character generators; set up, operate and monitor equipment, such as, lights, microphones, audio mixers; follow oral and written directions; work independently or as part of a team; follow safe work practices; work evenings and attend meetings; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** Graduation from high school or equivalent. College level course work in television production and/or digital video imaging desirable.

**Experience:** One year of video production employment desirable including live video production experience.

**License:** Possession of a valid Class "C" California Driver's License.