

CITY OF FONTANA PRODUCTION COORDINATOR

DEFINITION: Under general direction, will perform complex, technical and professional level duties; will develop, organize and coordinate the daily operation of the City's Cable Television production facilities, including pre-production, production, and dissemination of all programming. Provides functional supervision over the production staff.

ESSENTIAL DUTIES: The incumbent must have the ability to:

- Participates in the production of government access programming and other city broadcast events. Participates in the production of weekly broadcast and videotaping of city meetings and special events.
- Prepares scripts, shot sheets and storyboards for production project concepts
- Establishes project production schedules; assists with staff training and certifications; provides quality control on all video projects; coordinates the direction and work of crew assigned to video projects.
- Plans and organizes video projects in pre-production phase to ensure final project meets conceptual goals; operates all related video production equipment; assists in locally originated program planning.
- Will be responsible for assessing community needs, and developing and marketing programs as needed.
- Plans, organizes video productions, including script writing, and directing of scripted and unscripted program; performs editing and quality control
- Interface with City departments and community organizations to develop production concepts.
- Oversees the tape blocking duplication and playback; coordinates and conducts public access training and production; maximizes use of available production and post production equipment.
- Writes clear and concise reports and correspondence; assists with budget preparation; maintains records and files
- Oversee the training and work scheduling of staff and interns.
- Oversees the production of selected in-house training videos.
- Edits and dubs videotapes.
- Writes and edits scripts utilized in the production of city broadcast videos.
- Operates camcorder, remote pan and tilt cameras.
- Operates and maintains city's production facilities and equipment.
- Provides courteous and expeditious customer service to the City department, staff and general public
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. This position also requires grasping, gripping, repetitive hand movement, and fine coordination in preparing reports, using a computer keyboard, and using video and camera equipment. The need to lift, carry and push tools, equipment, and supplies weighting 25 pounds or more is also required. May be exposed to working outside in the elements; hot, cold, and rain. Additionally, the position requires near and far vision in reading written documents. Acute hearing is required when providing telephone service and providing video service.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Technical requirements of operating a cable access station.
- Basic operations, services and activities of a cable access program.
- Principles and practices of program development and implementation.
- Recent developments, current Federal and State laws, and local codes relating to cable access television.
- Television and video equipment and production techniques for directing, editing, camera, audio, and graphics.
- Principles of marketing.
- Principles and procedures of record keeping and reporting
- Modern office organization and equipment and the use of a computer and related software applications.

Experience: A minimum of three years experience in a lead or senior position coordinating all phases of television broadcast productions, including live and taped cable casting. Supervisory experience is desirable.

Education: Equivalent to the completion of a Bachelor's degree from an accredited college or university with major course work in communications, public relations, television productions or broadcasting.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California driver's license.