



City of Tempe

VIDEO PRODUCTION COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	255	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Communications & Media Relations	<i>Salary / Hourly Minimum:</i>	\$56,998
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$76,948
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Video Production Coordinator
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direct supervision from the Communication and Media Relations Manager.

Exercises functional and technical direction over freelance / contract employees.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of professional-level experience in audio-visual, multimedia, and video production including proficiency with still photography and with word processing, graphics and digital editing computer software programs.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in multimedia, video / broadcast production, telecommunications, educational media, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the city's stated mission and values. To contribute to the fulfillment of the city's communication goals and objectives. To perform a variety of complex administrative and technical duties involved in the coordination, production and distribution of video productions and still photography relating to the city's public relations, communications, marketing, special projects and events.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Execute the fulfillment of Tempe 11-related goals and objectives developed by the Communication and Media Relations division, such as goals related to viewership.
- Schedule, provide functional direction and process payments for freelance contractors for coverage of meetings, events and other productions.
- Administer third-party contracts for Tempe 11 software and equipment needs. Interact with cable and satellite providers; provide assistance to the City Attorney's Office with contracts/leases in these areas.
- Administer and organize electronic distribution opportunities for Tempe 11 video productions.
- Schedule and assist internal/external groups who use the City Council Chambers; manage technical needs for the City Council Chambers, including camera, sound and lighting equipment, as well as the City Clerk's voting system. Advise city personnel on A/V equipment use and needs.
- Staff City Council meetings in the City Council Chambers and in the Tempe 11 control room; prepare electronic agendas for display at City Council meetings; assist speakers with presentations; staff other official meetings as needed, including select Boards and Commissions.
- Generate the channel's program guide; ingest and schedule programs.
- Program relevant and time-sensitive information for display on the Tempe 11 Bulletin Board.
- Perform minor maintenance on Tempe 11 equipment as required.
- Coordinate purchases and maintenance/repairs of Tempe 11 video production and editing equipment, including cameras, servers, editing software, control room equipment, Council Chambers' equipment, etc. Responsible for bid specifications and making recommendations for bid awards based on procurement guidelines.
- Monitor use of the portion of the division budget used for Tempe 11 equipment and contract employees.
- Prepare reports and statistical analyses of cable and online viewership.
- Maintain video and digital image libraries.
- Maintain the city's television market news monitoring, recording and clipping service for use by various departments.
- Collaborate with the City's Public Information Officers (PIOs), internal city employees and external communication partners to plan and execute creative approaches to communication needs through video productions and still photography. Assist with the video and photography needs of an assigned assortment of departments, in conjunction with city PIOs.
- Develop, write, coordinate and produce video productions for promotional, informational and training purposes. Research, locate and secure locations for productions. Transport and set up equipment for studio and location productions.

- Record and air major city press conferences. Provide audio, photographic and video support for city sponsored activities and events.
- Operate a variety of analog and digital audio-visual equipment, such as lighting instruments, microphones, mixers, video cameras, signal measurement processors, character generators and non-linear editors, etc.
- Work collaboratively among all members of the Communication and Media Relations Division to support the division and market the city as a whole. This includes, but is not limited to, serving a shared role in promoting the City of Tempe at community events or activities that may occur outside of typical operating hours.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Work in stationary positions for long periods of time;
- Operate video equipment, computers, and other office machines;
- May require extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective September 1999

Revised September 2005 (update duties and MQs; Exempt status)

Revised November 2011 (update duties and MQs; Job Title Change)

Revised June 2012 (updated duties and MQ's; Job Title Change)