



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

JOB ANNOUNCEMENT

The Sacramento Metropolitan Cable Television Commission (SMCTC) is accepting applications for part-time Production Assistants.

CLASS TITLE:	Production Assistant (Part-time)
SALARY RANGE:	\$12.67 - \$16.96 (Hourly)
OPENING DATE:	Wednesday, March 27, 2019
CLOSING DATE:	Wednesday, April 17, 2019
LOCATION:	Sacramento, CA.
WORK SCHEDULE:	Varies
HOW TO APPLY:	If you meet the qualifications described herein, please submit a cover letter, an Application of Employment, and a resume to liuk@saccounty.net .

DESCRIPTION:

Under close supervision, in a learning capacity to perform technical audio visual (AV) assignments, the Production Assistant maintains, sets up, and operates specialized electronics for recording local government meetings in various control rooms and mobile sites. Incumbents in this class are expected to work from AV system manuals, schedules, and internal policies and procedures.

DISTINGUISHING CHARACTERISTICS:

The Production Assistant is a technical entry level classification and reports to the Metro Cable Production Director. Production Assistants (PAs) are subject to a six (6) month probationary period, during which time they are expected to enhance their existing technical skills; and learn the Metro Cable Channel 14 policies, practices, and protocols.

Once PAs have successfully completed their probationary period of six months, they are expected to assume any role assigned to a PA.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Not in order of criticality or importance and lead in with statement below.)

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them, if the work is related or a logical assignment to this classification.

Prior to Recording:

- If needed, retrieve materials from Metro Cable office.

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- Set up recording devices, local and remote encoders, hard drive, DVD, DVR, CG files, and computer – to connect to the on-air router.
- Run cables, ensuring they are safe and secure.
- Operate local/remote programming router to test and take the feed live.
- Perform equipment pre-check operation which includes monitoring audio and video feeds, camera functions and pre-set options, while referring to established protocols to diagnose and correct issues.
- Ensure display quality meets standards.
- Test closed captioning system.

During Recording:

- Operate video switcher, cameras, audio mixer.
- Maintain proper audio and video levels.
- Operate computer generated graphics (CG) program.
- Ensure camera feed, angles, and shots are consistently accurate and presentable to the audience and that recorders are always working.
- Check for closed captioning (CC).

Post Recording:

- Stop recording equipment, transfer recordings onto hard drive, and finalize DVDs.
- Shut down equipment.
- If needed, return materials to Metro Cable office.

General:

- Inform the Metro Cable office of any agency requests or notable interactions with outside staff or elected officials.
- Drive Metro Cable 14 van or personal motor vehicle to sites.
- Move /set-up equipment.
- Maintain proper usage of equipment.
- Report technical difficulties to Metro Cable Director.
- Treat government agency members and clerks, AV consultants, and all Metro staff personnel professionally and courteously.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Electronic audio and video recording equipment.
- Windows computers and applications.
- Video production terminology and production methods.

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- Camera composition and operation; video levels; switcher operation; microphone and audio levels.
- Cameras, camera controller, switcher, audio mixer, CG and encoder computers, audio/video recording devices; portable USB hard drive.
- Safe driving principles and practices

Skills:

- Basic television broadcasting equipment use and setup.
- Operating camera controls efficiently.
- Reading cues and predicting agency members' actions.
- Operating a motor vehicle safely.

Ability to:

- Learn and understand the operation of varied interface components.
- Listen and take direction from director.
- Communicate clearly and effectively with those contacted in course of duties.
- Understand and follow verbal directions or written instructions (manuals).
- Interact with agency staff and elected officials.
- Communicate technical difficulties
- Work in a fast-paced and team-oriented environment.
- Prioritize work and meet deadlines.

MINIMUM QUALIFICATIONS:

Experience:

Requires one (1) year of audiovisual experience in such areas as usage of electronic video and audio recording equipment, cameras, camera controller, switcher, CG and encoder computers, mics, audio mixer, audio and video level monitors, recording devices; production set-up, monitoring, testing, and operation, computer operation, video production terminology, techniques, and methods of television broadcasting, camera composition and operation, lighting related to cable television production, DVD recorder, and field work, that could include lighting or sound crew work at a theater or auditorium.

Education/Training:

General knowledge of a field such as audiovisual recording, film, TV, and cable television production, electronic, electrical, computer, and network technology, or a directly-related technical field, equivalent to high school plus additional specialized training.

Thorough knowledge of a specialized field such as film, TV, and cable production and broadcasting, electronic, electrical, computer, and network technology, or a directly-related technical field, equivalent to high school plus broad specialized training equal to two years of college is desirable.

LICENSES AND CERTIFICATES:

Valid California Driver's License will be required at the time of appointment and must be maintained throughout employment.

PHYSICAL DEMAND AND WORKING CONDITIONS:

The physical and mental demands, and working conditions described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand:

While performing the duties of this job, employees are expected to stoop, squat, crawl, and work within confined physical spaces; may climb stairs; lift and carry parts, supplies, and equipment, typically weighing less than 50 pounds; regularly required to sit, walk and stand for long periods of time; must be able to speak clearly; must hear (with corrected hearing if necessary) others and have ability to hear hisses, pops, buzzing, crackles, and ambient noise, for recordings; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists.

Mental/Visual Demand:

While performing the duties of this classification, an employee uses written and verbal communication skills; reads and interprets data, information, and documents; receive detailed information through verbal communication; analyze and solve problems; use math and mathematical reasoning; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus (with corrected vision if necessary); coordinate the movement of eye and hand motions; perform highly detailed work; deal with multiple concurrent tasks; and interact with others during work, including frequent contact with government agency personnel, council members, the public, directors and set staff, AV consultants, and all Metro Cable staff.

Work Environment:

Occasional exposure to electrical energy noise, chemicals such as alcohol, cleaners, and lubricants, dust, heat, cold, close working areas, where some element is present that makes conditions less desirable than found in an office environment.

OTHER CONDITIONS OF EMPLOYMENT:

Maintain a flexible work schedule, including evenings, some weekends, and split shifts.

PROBATION:

The probationary period is 6 months.