

## **Video Production Specialist (Broadcast Technician)**

\$41,018 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Information and Resource Management Department is seeking an individual to perform professional work writing, developing, and producing a variety of public information and marketing materials for live cable access TV and video post-production and duplication for local government TV channel.

### Responsibilities

- Scripts, produces, and directs videos highlighting County events, services and programs; operates video cameras in the field and in studio; edits video footage for release.
- Broadcasts live public meetings for James City County and Williamsburg-James City County Schools by operating video camera, switcher and graphics including full set up, broadcast monitoring and breakdown of meetings; focus is Public, Educational and Government (PEG) channels.
- Performs encoding, decoding and trans-coding of video files; handles all requests for duplication of video programs and tapes.
- Assists the videographer with remote multi-camera shoots, editing and video graphics.
- Manages County YouTube channel; establishes and maintains YouTube site security; monitors statistics to measure effectiveness of marketing and promotion; coordinates with the County's web team to post videos online and in social media.
- Schedules and prepares for remove live video productions; scouts locations, logistics and other pre-production needs; setup and breakdown studio facilities for audio/video needs of county departments and agencies; train County staff on proper use and management of shared audio/visual technology.
- Assists Video Production Manager with oversight or installation of audio, video, broadcast, lighting and related equipment for studio facilities and mobile video van. Serves as an Emergency Public Information Officer during County-wide crises.

### Requirements

- Requires any combination of education and experience equivalent to Bachelor's degree in public relations, journalism, communications, or a related field with major course work in television production, communications and videography; some experience in video production, cable programming, and scripting; some graphic design experience and knowledge of Adobe Creative Suite products.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County criteria.
- Must Possess, or obtain FAA Drone Pilot Certification within 6 months of hire.
- Knowledge of modern methods, concepts, practices and principles related to video production, television broadcast equipment, FCC quality standards, and modern videography including High Definition cameras, market digital editing software and live production switcher; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in the use of computer software, Adobe Creative Suite and Microsoft Office Suite.
- Ability to exercise courtesy and tact as a member of a diverse team of employees and in citizen interactions; work under pressure and meet deadlines; effectively communicate complex ideas and proposals which may include preparation of reports and presentations; understand information and ideas presented both verbally and in writing; set up, operate, and maintain video production and editing equipment.

**Accepting applications until 11:59pm EST on 11/23/2019 or until filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**