



# URBANA PUBLIC TELEVISION (UPTV) PRODUCTION COORDINATOR

## JOB DESCRIPTION

<b>Department:</b> Executive	<b>Division:</b> Information Technology
<b>Work Location:</b> City Building	<b>Percent Time:</b> 100% (1.0 FTE)
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> <del>UPTV Station Manager</del> <u>IT Director</u>	<b>Union:</b> Non-Union

### JOB SUMMARY

~~Coordinates UPTV Producers' training and use of equipment.~~ Coordinates and schedules programming on UPTV. Manages part-time camera operator staff in the production of content for UPTV. Point of contact to produce Government and Education programs.

Responsible for operations of UPTV: preparing content for UPTV broadcast and troubleshooting problems. Manages budgeting and invoicing for the UPTV fund ~~and UPTV's replaceable equipment in the City's Vehicle-Equipment Replacement Fund (VERF).~~

~~Coordinates UPTV Producers' training and use of equipment.~~

### ESSENTIAL FUNCTIONS

~~Coordinates UPTV producers and equipment.~~

- ~~• Schedules equipment and facility reservations and monitors usage.~~
- ~~• Assists volunteers and organizations in choosing formats, organizing resources, assembling crews, scheduling time in the facility, using equipment and completing projects.~~
- ~~• Schedules and supervises part-time camera operator staff.~~
- ~~• Assists other UPTV staff as needed.~~

Point of Contact for Government and Education programs

- Produces informational programs for UPTV - as assigned in coordination with the ~~UPTV Station Manager and~~ IT Director.

~~Organizes and facilitates training workshops in the use of the studio and video production equipment and software.~~

~~Performs outreach for Urbana Public Television~~

#### UPTV Operations

- ~~Coordinates and schedules~~ ings of live and recorded UPTV programming for the City of Urbana, City Departments, and other government and education institutions.
- Schedules playback of locally produced/sponsored programs for UPTV.
- Maintains bulletin board and other information broadcast on UPTV.
- Operates the ~~automatic event controller for UPTV video playback~~ video automation system for UPTV.
- ~~Provides information to Station Manager for bulletin board announcements.~~
- Schedules and supervises part-time camera operator staff.
- Creates web video files for City website.
- Organizes UPTV programming library.
- Maintains UPTV's website.
- Submits invoices promptly for payment.
- Assists in developing and monitoring the UPTV Fund's budget.
- Schedules equipment and facility reservations and monitors usage.
- Maintains a multi-year replacement schedule for UPTV equipment, and projects equipment costs for future budgeting.
- Installs and maintain audio/visual equipment

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~~Schedules and supervises part-time camera operator staff.~~

~~Assists other UPTV staff as needed.~~

## **JOB REQUIREMENTS**

### **Education & Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- College coursework in video production, mass communications, or related; or equivalent work experience.
- Demonstrated experience with television production techniques
- Demonstrated experience with camera operation and video editing skills, including computer editing

### **Knowledge of**

- Accepted governmental purchasing techniques and procedures.
- Non-linear, video streaming, compression techniques, multimedia presentation and all aspects of digital production.

### **Skills**

- Excellent interpersonal skills
- Excellent oral communication skills
- Computer data entry skills

### **Ability to**

- Lift and carry video equipment weighing ~~48~~ 40 lbs.
- Ability and willingness to continue to learn new production techniques and technologies.

### **Licenses, Certifications and Memberships Required**

- Valid Illinois Class D driver's license within 15 workdays of hire.

### **Special Requirements**

- Care and safe operation of City video equipment and facilities.
- Meeting production and on-air deadlines.
- Maintaining records and statistics of site usage, production and training.
- Execution of assigned video productions.
- Other duties as assigned.

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### **RESPONSIBLE FOR:**

- ~~Care and safe operation of City video equipment and facilities.~~

- ~~Meeting production and on-air deadlines.~~
- ~~Maintaining records and statistics of site usage, production and training.~~
- ~~Execution of assigned video productions.~~
- ~~Other duties as assigned.~~

~~CONTACTS: INTERNAL/EXTERNAL~~

- ~~Daily contact with other departments, governmental entities and the general public~~

**Supervision received**

- Works under general supervision: the incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

**Level and complexity of supervision exercised**

- Responsible for supervising ~~any staff positions~~ part-time camera operator staff in the production of content for UPTV.

**Physical Demands and Working Conditions**

- Physical Demands: ability to lift and carry video equipment weighing 40 lbs.; ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; ability to hear in the normal audio range with or without correction. Must make skillful, coordinated movements with the hands and fingers. Must be able to see in close and distant environmental surroundings. Must be able to hear and understand conversation in quiet and noisy environments. Must be able to tell where a sound is coming from and be able to discriminate between sounds.
- Working Conditions: exposure to various work environments depending on production site locations. Requires the ability to work irregular hours.

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Class Specification History**

- General revision: 08/2007
- General revision: 09/2021

*For HR/Finance Use*

<b>Job Class Code</b>	<b>Pay Grade</b> <u>24 227</u>
<b>EEO Category</b> 3 – Technician	