



City of Ames  
**Video Production Specialist - Part-time**

<b>SALARY</b>	\$15.00 - \$17.00 Hourly	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Less than 20 hours/week	<b>JOB NUMBER</b>	23-9403VPS-01
<b>DEPARTMENT</b>	City Manager	<b>OPENING DATE</b>	04/16/2024
<b>CLOSING DATE</b>	5/3/2024 12:00 PM Central	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	MERIT	<b>RESIDENCY REQUIREMENT?</b>	No

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Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

The City of Ames is currently accepting applications for the position of Part-Time Video Production Specialist. Want to see more? View the position video [here](#).

Under supervision of the Media Production Services Coordinator; the Production Specialist operates production equipment at various City events to include live broadcasts of City Meetings; independently and successfully sets up and operates video/audio equipment; oversees and executes daily operations as outlined; completes documentation for accurate required record keeping such as, but not limited to, hour logs, video release forms, and incident reports; has the ability to recognize and respond quickly to technical needs and challenges during broadcast; and is expected to participate in training sessions and production meetings. Other duties as assigned.

The Production Specialist must have flexible hours of availability to meet the needs of the public which includes short, long and/or irregular hours in various conditions. Candidates interested in this opportunity can expect to work up to 19 hours per week, including possible weekends and nights.

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 12 months.

### Examples of Essential Job Functions

Supports the operating and maintaining of professional video, audio and transmission equipment; assists in organizing, maintaining, and the publishing programs and meetings for video archive; may assist in the editing of files according to

specifications; supports the preparation and schedules programs and other materials for broadcast; sets up equipment and conducts live meeting broadcasts; serves as production crew member for meetings and multi-camera shoots.

Other Job Functions:

Performs maintenance and trouble-shooting on equipment and programming playback systems.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## **Qualifications**

### **Education and Experience:**

Required:

- \* High school diploma, HiSet, or G.E.D.
- \* Proficient computer skills and use of Adobe Suite and PowerPoint.

Preferred:

- \* Prior video production experience and/or classes in video production.
- \* Proficient in use of specific programs such as Creative Cloud and/or Adobe Premier.
- \* Live broadcasting experience, audio board or video switcher experience.

**Licenses and Certificates:** Must possess a valid driver's license

**Knowledge, Skills, and Abilities:** Knowledge of the principles of television studio and field production and cablecasting. Knowledge of the functions, purposes, and features of various social media platforms.

Skill in operating television production and broadcasting equipment, as well as in written and oral communication. Training will be provided.

Ability to set up and operate television cameras and related equipment, and to perform basic preventive maintenance and trouble-shooting. Ability to establish positive and productive working relationships with City staff, and the public. Ability to prepare clear and concise reports, proofread projects and other documents, and communicate clearly and effectively both verbally and in writing.

## **Supplemental Information**

### **Physical and Environmental Characteristics:**

**Equipment Used to Perform Essential Functions:**A variety of general office equipment and computer equipment and software, telephone, a variety of printed materials (technical manuals, etc.), a wide variety of audio-visual recording and broadcasting equipment, a variety of small hand tools, cameras, audio mixers, microphones, and professional audio/video equipment for video production.

General Physical Characteristics: The work involves sitting and using arm/leg controls 50% of the time; and 50% of the time; standing and walking, routinely lifting objects weighing 25 to 50 pounds and infrequently lifting objects weighing more than 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing video, computer terminal, extensive reading, visual inspection or assembly of parts at distances close to the eyes.

Required Physical Activities: Kneeling, crouching, reaching, standing, walking, pulling, finger dexterity, grasping, talking, hearing, and repetitive motions.

Environmental Conditions: The worker is subject to inside and outside environmental conditions, mechanical hazards, electrical hazards, and isolation.

**Selection Process:**

The selection process consists of an evaluation of education and experience and supplemental questions, a phone interview, an on-site interview, reference checks, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum. \*\***

*Depending on the number of qualified applicants, the City may forego phone interviews.*

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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**Agency**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## Video Production Specialist - Part-time Supplemental Questionnaire

### \*QUESTION 1

Please describe any video production experience you have.

### \*QUESTION 2

Please describe any classes you have taken related to video production.

### \*QUESTION 3

Please describe your knowledge of the functions, purposes, and features of various social media platforms.

### \*QUESTION 4

Please describe your computer skills, including any use of Creative Cloud, PowerPoint, and/or Adobe Premier, and your proficiency.

### \*QUESTION 5

Please describe your experience with live broadcasting, audio board or video switching.

### \*QUESTION 6

Do you have a valid driver's license?

Yes

No

\* Required Question