

CITY OF BEVERLY HILLS

Department of Human Resources
455 North Rexford Dr., Suite 310
Beverly Hills, CA 90210

<http://agency.governmentjobs.com/beverlyhills>

INVITES APPLICATIONS FOR THE POSITION OF:

Cable TV/Video Associate I (Regular Part-Time/maximum 32)

Hours/Week

SALARY

\$21.97 - \$27.23 Hourly

OPENING DATE: 12/01/10

CLOSING DATE: Continuous

THE POSITION

Under varying level of supervision, performs a variety of tasks in support of the Cable TV and Video functions of the city, to include production work for live and taped City-sponsored programs, telephone/office work related to the Cable TV information services franchise monitoring, and performs related work as required.

MAJOR DUTIES

- Searches out and suggests stories/programs of interest.

- Researches topics and writes scripts and may act as a director/reporter for stories/programs as assigned.

- Writes and revises stories.

- Edits stories produced as may be assigned, to include recording voice overs and selecting sound bites.

- Operates the character generator.

- Performs additional post production work to include dubbing tapes.

- Schedules and organizes videotape crews.

- Sets-up related equipment, to include camera(s), audio and lighting equipment.

- Directs staff and/or operates equipment as needed.

- Assists in maintaining the City's videotape production library.

- Answers cable television information service calls, records complaints and contacts the franchise operator for resolution.
- Completes a variety of forms to track all contacts related to cable franchise activity.
- May perform a variety of office related duties in support of the Cable TV/Video function to include the processing of talent contracts and like items.
- May supervise part-time staff and interns.
- Assists supervisor with oversight and enforcement of the City's Cable TV agreement. Assists with inspections, records and documentation of cable operator's records relative to service compliance.
- May maintain studio, control room and field production equipment used and perform minor equipment repairs.

REQUIRED QUALIFICATIONS

- Valid California driver's license.
- Ability to work a flexible schedule in order to meet the needs of the City, including evening and weekend assignments.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Video cameras, sound equipment, lighting equipment, editing equipment and related video and audio equipment.
- Television program creation, development, script writing, production and editing.
- Broadcast video principles and techniques.
- English usage, spelling and grammar.
- Computer applications as related to areas assigned.

Ability to:

- Use creativity in researching topics and writing scripts.
- Join video and audio material into creative and interesting productions.
- Coordinate, direct and organize the work of others.
- Meet the public with courtesy and tact.
- Work under pressure and time lines.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written directions.
- Work independently and productively.
- Establish and maintain effective working relationships with persons contacted in the course of work.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://agency.governmentjobs.com/beverlyhills OR 455 North Rexford Dr., Suite 310 Beverly Hills, CA 90210	EXAM #10 -VB00 - 01 CABLE TV/VIDEO ASSOCIATE I (REGULAR PART-TIME HOURS/WEEK) DB
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