



Office of Human Resources
Television & Video Production Support Technician - RG2624

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General Statement of Duties

Performs full performance, technical level production support work for Denver 8 by setting up studio and locations for video production and operating and maintaining television equipment.

Distinguishing Characteristics

Television and Video Production Support Technician is distinguished from the Television Programmer, which performs professional level work coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements. Next, the Television and Video Production Support Technician is distinguished from the Television & Video Director/Editor, which performs professional level work planning, directing, and editing studio, remote, field, live, and recorded productions. Finally, the Television and Video Production Support Technician is distinguished from the Television and Video Producer, which performs professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions.

Level of Supervision Exercised

None

Essential Duties

Reads and analyzes work orders to determine locations, work procedures, sequence of operations, and equipment setups.

Observes sets or locations for potential problems and determines filming and lighting requirements.

Sets up studio or locations for video production, which includes the placement of lights, props, and sets. Constructs props and sets when necessary.

Operates television cameras and related equipment in a multi-camera production setting for studio, remote, live, and recorded productions. Operates videotape unit for studio, remote, live, and recorded productions.

Adjusts and positions television cameras and related equipment to change the focus, exposure, and lighting during taping of studio productions and live broadcasts.

Sets up and operates audio equipment and systems for studio, remote, live, and recorded productions.

Creates graphics and titles for studio, remote, live, and recorded productions by operating a graphics generator.

Inputs information and operates teleprompter for studio productions.

Troubleshoots and maintains production equipment to ensure proper working condition. Researches, tests, and customizes new equipment when necessary.

By position, may produce, direct, and edit specialized productions for individual city agencies, and operate the computerized playback system.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Knowledge & Skills

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of technical experience working with broadcast video equipment, including cameras, graphics, and audio.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to hazards from electrical, mechanical, and/or power equipment.

Handles emergency or crisis situations.

Possible night and weekend work.

Work is primarily performed in an office setting and frequently at other locations for meetings.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: Z-122

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 7/27/2020

Revised By: GT

Class History: GT - Updated job title and distinguishing characteristics.