

PRODUCTION TECHNICIAN (PART-TIME)

The City of Harrisburg is looking for a Part-Time Production Technician to create and maintain a positive relationship between the City, WHBG-TV Channel 20, and the general public. We are looking for a team player who enjoys interacting with a diverse group of people, agencies, and businesses. The scope of the work involves the use of various audio/video equipment, including but not limited to video cameras, tripods, microphones, video and audio mixers, lighting, telephones, Macintosh and PC computers and computer software packages including, but not limited to Microsoft Office and Adobe CC Production Suite. The Production Technician will report to and be supervised by the Communications Manager.

Qualified applicants will have a Bachelor's Degree in Marketing, Communications, Film, Video Production or related field. One to two years of experience in video production preferred. Any combination of experience and education that meets the minimum requirements may be substituted. Valid Pennsylvania Driver's License, Class C or equivalent.

The position pay is \$18.00-\$18.50 per hour and duties are typically performed weekdays from 10am-4pm with the occasional nights and weekends; flexibility to change hours subject to events and work schedules.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, work samples, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov/careers

JOB TITLE**Grade: M-80**

Production Technician (PART-TIME)

*Bureau of Communications***DEFINITION:**

The City of Harrisburg is looking for a Part-Time Production Technician to create and maintain a positive relationship between the City, WHBG-TV Channel 20, and the general public. We are looking for a team player who enjoys interacting with a diverse group of people, agencies, and businesses. The Production Technician will report to and be supervised by the Communications Manager.

EQUIPMENT/JOB LOCATION:

The scope of the work involves the use of various audio/video equipment, including but not limited to video cameras, tripods, microphones, video and audio mixers, lighting, telephones, Macintosh and PC computers and computer software packages including, but not limited to Microsoft Office and Adobe CC Production Suite.

Work is performed at the WHBG-TV Channel 20 Studio, the Reverend Dr. Martin L. King, Jr. City Government Center and other locations held throughout the City. Duties are typically performed weekdays from 10am to 4pm with the occasional nights and weekends. Flexibility to change hours subject to events and work schedules.

ESSENTIAL FUNCTIONS:

Assists in informing residents of City programs and initiatives through regular public service announcements, including department news and updates in video format and as digital bulletins when appropriate. Maintains and updates information on WHBG - TV Channel 20 broadcast/website/social media. Recording and editing videos on City programs and their importance to area residents, facilitating coverage of events important to the City, providing regular reports of promotional campaigns to appropriate authorities, and performing other tasks as assigned. Technical maintenance/troubleshooting of equipment and knowledge of industry trends. Ability to move furniture, props, equipment, and other heavy lifting/carrying up to 50 pounds, unassisted. Creates and maintains a positive relationship between the City, WHBG-TV Channel 20, and the general public. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers, and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as required for efficient day-to-day City communications to the

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general public.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Ability to shoot and edit creative and compelling videos with HD video cameras and professional editing software.
- Knowledge of audio capturing and editing, video mixing, and proper handling of professional production equipment.
- Excellent personal computer skills in both Mac and Windows operating system environment.
- Effective and accurate communication skills in written and oral form.
- Ability to establish and maintain effective working relations with supervisor, co-workers, volunteers, community groups, businesses, and non-profit corporations.
- Ability to handle multiple tasks and projects.
- Detailed oriented person who can create and maintain accurate records.
- Ability to anticipate and meet project schedules and deadlines.
- Works well in a team environment, supportive of proper management, goal achievement and adherence to a chain-of-command in performing duties and making decisions.

QUALIFICATIONS:

Bachelor's Degree in Marketing, Communications, Film, Video Production, or related field. One to two years of experience in video production preferred. Any combination of experience and education that meets the minimum requirements may be substituted. Valid PA driver's license, class C, or equivalent.