

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

This City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Producer/Director - Cable TV

SALARY RANGE: TPOAM Grade I Pay Range: \$44,400 - \$54,650
Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES:

- Work with City Departments and other end users to conceptualize, develop, and coordinate production of various on-going City events, informational programs or shows, entertainment and special event programming.
- Executes and/or directs others in performing necessary production and post-production duties, such as equipment set-up, camera operation, editing, audio mix, and graphics creation using a variety of specialized equipment.
- Directs camera shots for video productions; assists with scripts, sets, and equipment needs for studio and remote productions.
- Performs routine maintenance and minor repair of equipment to ensure the integrity of the production system.
- Trains and directs work of free-lance production assistants to ensure cable department production schedules and workloads are met and that programming problems and related issues are resolved. Research, as necessary, to prepare for shows, interviews, etc.
- Significant contact with local businesses, professional, civic and community leaders as program subjects and end-users.
- Perform other related duties as required including as needed program host and on-air talent.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Bachelor's degree or equivalent in Telecommunications or a related field preferred.
- Four years recent professional experience in digital video production and operation of a variety of digital video, audio, and lighting equipment.
- Non-linear editing and Adobe product experience on a Mac platform a must.
- Significant problem solving and organizational skills necessary to coordinate diverse, simultaneous programs and the ability to work under pressure of deadlines and changing priorities.
- Must be available to work varied shifts and times to meet the needs of the production schedule and special programming. Also, must be available for overtime.
- Proactive, public service attitude and excellent written and oral communication skills.
- Working knowledge of Windows word processing preferred
- Must possess a valid Michigan driver's license, meet the City's driving record standards, and be able to drive a small truck or van.
- Ability to perform essential functions, including heavy equipment pushing and/or pulling, building and climbing scaffolding; and work in varying temperatures and weather conditions with or without reasonable accommodation.
- Applicants will be subject to a criminal history background check.

Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. The selection process will include a review of the applicant's experience for posted requirements, driving and criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step.

APPLY AT: City of Southfield, Human Resources Department, 26000 Evergreen, Southfield MI 48076
Applications may also be downloaded from www.cityofsouthfield.com.
Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 P.M.

October 7, 2020

Current TPOAM members who wish to be considered for this position must apply by 10:00a.m. September 28, 2020

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

BM Dated: September 16, 2020



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.