



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time Editor/Videographer
Department: City Manager's Office
Classification: Part-time
Pay grade: \$13.38/ Hour
FLSA: Non-Exempt

Prepared Date: 05/2015
Approved By: HR/CM

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Summary

This is skilled technical work in videography and video editing for a government access cable television station. Employees in this class are responsible for operating video cameras in the field, studio cameras in a television studio, and video editing equipment to video tape and finish programs for Coral Gables Television.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Operates video camera and VCR to gather images and interviews in the field for later editing into finished programming for Coral Gables Television.

Operates studio cameras to video tape studio programs. Utilizes studio and field lighting to achieve technical and artistic levels of lighting necessary for obtaining good video images.

Operates computerized video editing equipment to finish programs and program segments for cablecast; assembles field video footage into finished programs per script; uses editing techniques including scene pacing and timing, shot transitions, graphics, and digital effects.

Performs duties involving studio set-up, video duplication, direction of studio and field production, video graphics, and character generation.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Considerable knowledge of the operating characteristics of audio-visual production and editing systems. Considerable knowledge of lighting and picture composition aesthetics. Considerable knowledge of the principles and techniques of video tape editing. Knowledge of the principles, practices, and techniques of cable television production and broadcast journalism. Ability to operate field and studio cameras to secure images and interviews for finished programming. Ability to operate advanced video editing equipment to assemble and complete television programs and program segments. Skill in the operation of video cameras and video tape editing equipment. Skill in videography. Skill in the techniques of video tape editing. Skill in studio and field lighting required for good video images.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High School Diploma or equivalent.

Valid Florida Driver's License