



**CITY OF SANTA MONICA
HUMAN RESOURCES DEPARTMENT**

1685 Main Street, P.O. Box 2200, Santa Monica, CA 90407-2200

**VIDEO INTERN
AS-NEEDED
EXAM #052970-02**

SALARY: \$11.50 hourly. This is a temporary hourly position without benefits. The City Of Santa Monica provides a deferred compensation (457) retirement plan for its as-needed (temporary) employees who are not eligible for coverage under the California Public Employees Retirement System (CalPERS). The City and as-needed employee are each required to contribute 3.75% of wages to the deferred compensation plan. As-needed employee contributions will be deducted from paychecks on a pre-tax basis.

MAJOR DUTIES:

Serves as crew for public meeting and other program coverage.

Operates character generator, audio mixer, videotape recorders in various tape formats, video switcher and remote control camera systems. Under supervision, directs video coverage of public meetings. Plays back videotapes for quality control. Sets up truck, pulls and lays cables for production equipment.

Dubs videotapes of programs and public meetings.

Serves as video production crew during mobile truck production projects, single camera field productions, public meetings or post-production.

Prepares videotapes for airing on CityTV channel. Dubs and edits videotapes to established technical standards. Times tapes and fills out log sheets. Types videotape labels.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities, and Skills:

Knowledge of: Broadcast video principles and techniques; Related video and audio production equipment, including character generators, cameras, lighting equipment, remote-controlled camera systems, monitors, switches, routers, time base correctors, vectorscopes, editing equipment and videotape recorders; The use of control track, time code, insert edits and assemble edits; care of video production equipment; practices and procedures of videotaped public meeting coverage; safety precautions and hazards involved in working around video production equipment; effective customer service techniques.

Special assistance with the application and examination process is available, upon request, for persons with disabilities. Call (310) 458-8246, TDD (310) 458-8696 (Hearing Impaired Only)

EQUAL OPPORTUNITY EMPLOYER - WOMEN, MINORITIES & DISABLED ENCOURAGED TO APPLY

Ability to: Set up, adjust and operate video and audio production equipment of various broadcast and consumer formats and technical standards, including waveform monitors, vectorscopes, and video cameras; follow verbal and written instructions and operating procedures; perform dubbing of videotapes of various tape formats, including setting up video to broadcast standards using a waveform monitor and vectorscope; off-line edit programs using control track or timecode; type and prepare videotape labels; communicate clearly and effectively both orally and in writing; establish and maintain effective and cooperative working relationships with a variety of individuals including City staff and the public; provide effective customer service.

Skill in: Video production; reading, writing and communicating in English at an appropriate level; the use of computers and related software, video production, editing, audio recording and mixing equipment.

Licenses and Certificates:

Possession of a valid Class C driver license.

Education, Training, and Experience:

Graduation from high school or the equivalent.

Six months of recent, paid work experience in television production (commercial, industrial or cable). An Associate's degree or 60 semester units or equivalent of college level course work in Television Production or a closely related field may substitute for the required experience.

SELECTION PROCESS:

Application Review Board: All applicants must submit clear, concise, and complete information regarding their qualifications for the position. Those candidates whose qualifications best meet the City's needs will be invited to participate further.

Testing may consist of any or all of the following:

Written Examination: to measure job-related knowledge and abilities.

Performance Test: to measure job-related knowledge and abilities.

Technical/Oral Examination: to evaluate training, experience, and personal qualifications.

HOW TO APPLY: A completed City Application Form must be submitted to the Human Resources Department. **Applications will be accepted on a continuous basis.**

NOTES: Resumes will **not** be accepted in lieu of the application materials.
Postmarks will **not** be accepted.
All employees of the City of Santa Monica are designated by both State and City ordinance to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.