



Government Meeting Production Crew

\$27 – \$32 / Hour

Up to 25 hours/week; schedule to be determined

Background

CreaTV San José is a nonprofit Community Media Center in downtown San José. Our mission is to inspire, educate and connect San José communities, using media to foster civic engagement. Serving the San José and Silicon Valley community since 2008, CreaTV is a nationally recognized Community Media Center focused on access to media and technology, the art of storytelling, and digital equity issues.

CreaTV manages four public and educational Comcast cable channels, airing more than 3,200 locally produced videos in eight different languages each year. CreaTV offers monthly workshops in video production to the public and provides a vast array of video production services to nonprofits, cities, schools and individuals wanting to produce content for the channels. Our vision is to give everyone in San Jose the opportunity to have a voice by providing access to tools, training and distribution platforms. We believe this can transform and deepen our community conversation.

We are at a pivotal juncture in our organization's history as we lead the effort to create a collaborative space activated by the community and designed to reflect the diversity of San José. Our goal is to redefine how creative spaces are developed and used to transform a community. This new venture - Open San José - will feature 18,000 square feet of office space, gallery and public spaces, a large studio, and multi-purpose rooms that are fully equipped with technology and designed to be used for live and hybrid meetings, rehearsal space, podcast and media recording, trainings, and more.

The Position

Under the supervision of the Meeting Crew Supervisor, facilitates the video coverage, webcasting, cablecasting and archiving of local government meetings as assigned.

Typical Duties *(may include, but are not limited to, the following):*

- Direct and technical direct meeting coverage, switching between multiple cameras and other video sources when appropriate;
- Set-up and breakdown of video equipment and meeting room facilities as needed;
- Monitor and adjust audio levels;
- Build and key lower third graphics throughout the meeting as appropriate;
- Index live video for video-on-demand access online;
- Control pan, tilt, zoom cameras to quickly and accurately capture presenters;
- Occasional adjustments of camera iris, gain and white balance;
- Record and live stream meeting content, monitoring recording sources;
- Update webcast recording schedule and attach meeting agendas to online video:
- Adhere to strict meeting schedule as dictated by the government office;
- Manage dub requests of meetings;
- May be assigned night shifts;
- Other duties as assigned.

Desirable Skills and Abilities

- Comfortable in all technical aspects of video production, including studio production, tape machines, lighting and sound engineering;
- Able to perform the following crew positions in a studio setting: director, technical director, camera and CG operator;
- Understanding of webcasting and indexing video content of archiving;
- Basic troubleshooting of video gear;
- An eye for grammar and spelling of the English language;
- Convey a warm and professional public manner;

Other Desirable Qualifications

- Flexible availability;
- Ability to communicate in Spanish and/or Vietnamese;

General Requirements

- Knowledge of proper English grammar and spelling;
- Proficient in web navigation on a PC platform;
- Ability to climb ladders and lift up to 50 pounds;
- Ability to sit for long periods of time;
- Possess sufficient eyesight and hearing to be able to operate a production switcher, monitor video and audio productions;
- Possess manual dexterity and coordination required to operate small push buttons and switches associated with audio boards, cameras, switchers and VCRs;
- Possess and maintain a valid California driver's license, safe driving record and California minimum required automobile insurance;
- Available to work evenings;
- Strong written and verbal communication skills;

- Possess strong customer service skills.

Education and Experience

- Any combination of education and experience that provides the skill, knowledge and abilities required;
- Two years of television production experience;
- Two years of video production training at the college or trade school / occupational training level.