



Meeting Crew

\$23 – 25 / Hour

Up to 25 hours/week; schedule to be determined

Background

CreaTV San José is a non-profit community media access 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 focusing on access to media and technology, the art of storytelling and digital equity issues.

We manage four public and educational Comcast cable channels, airing over 3,200 locally produced videos in eight different languages each year. CreaTV also offers workshops in media production and provides a vast array of media production services to nonprofits, cities, schools and individuals wanting to produce content for the community.

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.

Applications will be accepted on a rolling basis. To apply, please send both your resume and a cover letter explaining your interest in the position to jobs@creatvsj.org with the subject line: **Meeting Crewperson**.

People of color, women, formerly incarcerated people, and LGBTQ individuals are strongly encouraged to apply.