



Miami Valley Communications Council

Part-time Video Production Technician

The Miami Valley Communications Council (MVCC) is a council of governments providing public access television channels, facilitating intergovernmental projects and cooperative programs designed to strengthen member cities' capacity to deliver services to their communities more effectively and efficiently.

MVCC is currently seeking qualified candidates to fill the position of part-time video production technician. The employee in this position provides assistance in a variety of activities relating to master control operations, programming, and video production tasks and duties.

The primary responsibilities of the Maintenance Technician include:

- Monitors playback of all video/internet outlets for quality, including live city council meetings;
- Performs video production duties for city council meetings with a NewTek Tricaster;
- Manages media files according to prescribed procedures;
- Creates graphics to support message boards;
- Ensures accuracy of program files and playback;
- Troubleshoots playback and signal problems;
- Answers incoming telephone calls and forwards calls to appropriate personnel; and
- Performs other programming or production duties as needed

The position is part-time (24 hours/week), and requires both evening and daytime work hours.

Work Experience & Education

- Associate's Degree, or equivalent, from a two-year college or technical school; or one year of recent related experience and/or training; or an equivalent combination of education and experience;
- Minimum one (1) year graphic arts experience involving electronic media; and,
- Minimum one (1) year video experience.

Required Skills:

- Public service orientation with strong customer service focus.
- Technical and computer aptitude necessary for understanding the operation of video recording and playback equipment and TV production values.
- Ability to effectively deal with problems and stressful situations.
- Ability to read and comprehend technical instructions and memos.
- Ability to write simple correspondence.
- Ability to effectively communicate information to customers, clients, and other employees of the organization.
- Ability to perform math calculations to maintain playback accuracy.
- Ability to handle all work with a high sense of accuracy.
- Ability to troubleshoot problems.
- Ability to perform video editing using Adobe Premiere
- Strong computer skills, particularly with Database software; Internet software; spreadsheet software. processing software; and various graphics and design software, i.e. Photoshop, Illustrator, etc.;

At the time of appointment, the employee must have and maintain a valid Ohio Driver's License.

Expected Starting Pay Range: \$15.79 – \$16.91 per hour, depending on qualifications and experience. Benefits include pro-rated sick leave, vacation and holidays, and membership in the Ohio Public Employees Retirement System (OPERS).

To apply, please submit cover letter and resume by February 8, 2019 to Jay Weiskircher, Executive Director, Miami Valley Communications Council at employment@mvcc.net or by mail at 1195 East Alex-Bell Road, Centerville, OH 45459.

Equal Opportunity Employer