



PT Government Web Streaming Production Assistant

Statement of Job

The Part-time Government Web Streaming Production Assistant produces and manages web streaming files, trains NDC4 and city staff, acts as the key communications liaison between city staff, NDC4 staff and cablecasters relating to web streaming, and produces government videos to post on the web site.

Job Responsibilities:

- Prepare web streaming files after each meeting and coordinate tasks of city and NDC4 personnel to complete postings on web site
- Assist in managing the web streaming program—communications, maintenance, training, etc.
- Produce government content (meetings, non-meeting government programs, and promos) for NDC4 channels and web streaming
- Promote government access and web streaming with internal customers and the general public
- Prepare reports on web streaming statistics

Qualifications:

- Degree or certificate in Information Technology or equivalent experience required
- Degree or certificate in Video Production or equivalent experience preferred
- 1-3 years experience in professional setting
- Demonstrated skills/experience:
 - Advanced computer skills (including Excel) and experience with video files over the Internet
 - Trainer, HelpDesk, or Support Staff, preferably with IT customers or co-workers
 - Cablecasting of government meetings preferred
 - Field Production preferred
 - Basic non-linear editing preferred

Requirements:

- Strong interpersonal and written communication skills
- Flexible schedule, daytime and evening hours
- Employee must have own reliable vehicle for work-related transportation (some mileage reimbursed)
- Employee must have current valid MN Drivers License and clean driving record

Compensation:

- PT Position, 20 hours per week
- Paid holidays, vacation, personal, and sick leave
- Retirement match
- Hourly wage DOQ, please indicate wage requirement

Application Instructions: Send 1) resume, 2) wage history and requirements, and 3) at least two professional references (1-3 required), and video demo reel (preferred) to: SEARCH, 5845 Blaine Ave, IGH, MN 55076, OR Search@townsquare.tv by 4 p.m. Friday, July 13, 2012. (NO PHONE CALLS PLEASE.)