

CLASS TITLE: MEDIA PRODUCTION SPECIALIST

PURPOSE OF CLASSIFICATION: Under general supervision performs technical work supporting and scheduling video production activities for the City of Tulsa and other related assigned duties.

ESSENTIAL TASKS:

- Performs daily activities essential for video production for the City of Tulsa
- Participates in production activities, including camera operation, studio set decoration and technical lighting, audio and engineering work
- Collects and maintains reference materials, guides, City related public information, including some print and promotional pictures for production usage for videography projects
- Leads the development, production and editing of video projects, including the post-production of video products for television airing and online publishing
- Leads on-demand/video streaming projects, including news conference setup
- Produces special video/media material as required
- Works with other COT staff in the production of various informational programming and departmental initiatives
- Identifies third-party video/media products to use in various video functions
- May lead/train staff and volunteers to support video and production activities
- May participate in special video projects as requested
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experiences: Graduation from an accredited college or university with an bachelor's degree in broadcast journalism, communications or a related field and two (2) years' experience in a field relevant to the essential tasks of this job description; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, Skills: Considerable knowledge of multimedia production and broadcast methods and techniques; good knowledge of video production equipment; good knowledge of audio and video editing software and techniques; good knowledge of digital editing techniques and best practices; good knowledge of social media platforms; and good knowledge of best practice communication procedures. Ability to schedule production activities; ability to lead and train communications personnel; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; may require some travel to various City locations and will be on call 24/7 to respond to situations as necessary.

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Class Code: 2623

EEO Code: N-02

Pay Grade: AT-32

Group: Engineering, Planning, and Technical

Series: Communications Operations and Maintenance

Effective Date: June 23, 2021