

City of Waterloo - Community Access TV Videographer/Editor Part-Time Employment Opportunity

The Waterloo Community Access TV Director is seeking videographers to record municipal meetings along with community and school events for broadcast on its two cable access channels.

Hours will vary weekly but will be primarily in the evenings. Training is required and available upon hire. Successful applicants will receive a \$15/hour compensation.

A general employment application form is available online at www.waterloowi.us or at the Clerk/Treasurer's office, 136 North Monroe Street in Waterloo. For additional information contact Station Director Jesus Burgos at 920-478-3025 or wloocatv@waterloowi.us

Completed applications are to be returned to the Clerk/Treasurer's office. The City of Waterloo is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.

Job Description

Job Title: Videographer/Editor

Department: CATV Production

General Job Description

Videographer: Operates the camera and is responsible to the DP for composition, focus, camera movement, and anything that comes within the domain of photography. Sound mixer is responsible to the director for recording and production sound, and for the quality of the mixed and recorded sound during production. He or she operates the mixing console, recorded and associated equipment. **Editor:** Person who selects and assembles the footage to create a story progression in accordance with the director's vision. The editor works closely with the director in viewing dailies to determine what takes are best used to tell the story.

Duties and responsibilities

As a videographer, a technician will set up the recording gear such as cameras, tripods, video lighting and audio equipment. After the recording has been accomplished, the technician needs to breakdown equipment and return it to storage area. During editing the technician must upload load video into the editor software to assemble a program, commercial or a public service announcement.

Minor duties

Character generator and Graphic design, audio mixing and teleprompter operation. Set design and programming.

All duties may be assigned in a rotating fashion with the idea of offering the technicians the opportunity to learn and experience the different aspects of TV production.