



# Terrebonne Parish Consolidated Government

---

## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Videographer/Broadcast Operator ( <b>Part-Time</b> )
<b>DEPARTMENT.....:</b>	Finance
<b>DIVISION.....:</b>	Information Technology
<b>CLASSIFICATION/GRADE.....:</b>	Videographer/Broadcast Operator/106
<b>REVISED.....:</b>	12/2017
<b>REPORTS TO.....:</b>	Network Administrator
<b>REVIEWED.....:</b>	12/2017
<b>WAGES.....:</b>	Hourly

---

### **SUMMARY:**

The primary work performed will consist of assisting with the daily operation of Terrebonne Parish Government Television (TPTV) and the creation of new content for the TV Station. These duties will be performed under the supervision of the Network Administrator and Parish Administration.

### **BASIC FUNCTIONS:**

1. Shoot and edit video projects to be placed on TPTV.
2. Scheduling and attending (leading) meeting to plan video production projects with various departments and agencies.
3. Assist in maintain daily operations of TPTV, including but not limited to uploading content, maintaining schedules, and adding general alerts as needed.
4. Creating images for upcoming events and announcements.
5. Performs all other responsibilities deemed necessary by Network Administrator.

### **OTHER REQUIREMENTS:**

1. Must be a strong team player willingness to help others.
2. Ability to work well with the general public, computer users, and sales representative.
3. Be able to physically move and setup video recording equipment.
4. Must be able to perform task without direct supervision.
5. Possess a valid Louisiana Driver's License.

### **EDUCATION/EXPERIENCE:**

1. Associate's degree in Mass Communications/Broadcast from an accredited college or university. Consideration will be given to equivalent experience and/or related course from a business college of school.
2. At least one-year experience with operating and filming with professional video/audio equipment.
3. Excellent in both PC and Apple environments
4. Experience in Apple Final Cut Pro, Apple Motion, Apple Compressor, and Adobe Photoshop software suites are a plus.
5. Social Media experience a plus.