



JOB ANNOUNCEMENT

Meeting Crew

\$23-25 / hour

Up to 25 hours per week;
scheduled to be determined.

Background

San Jose Community Media Access Corporation (aka "CreaTV San Jose") is a non-profit 501(c)3 corporation that manages the public and education access operations in the City of San Jose. Public and Educational access channels are cablecast on Comcast in San Jose and online at www.creatvsj.org.

The Position

Under the supervision of the Operations Manager, facilitates the video coverage, webcasting, cablecasting and archiving of local government meetings as assigned.

TYPICAL DUTIES *(may include, but are not limited to, the following):*

- Direct and technical direct meeting coverage, switching between multiple cameras and other video sources when appropriate
- Set up and breakdown of video equipment and meeting room facilities as needed
- Monitor and adjust audio levels
- Build and key lower third graphics throughout the meeting as appropriate
- Index live video for video on demand access online
- Control pan, tilt, zoom cameras to quickly and accurately capture presenters
- Occasional adjustments of camera iris, gain and white balance
- Record and live stream meeting content, monitoring recording sources
- Update webcast recording schedule and attach meeting agendas to online video
- Adhere to strict meeting schedule as dictated by the County Clerk's office
- Manage dub requests of meetings
- May be assigned night shifts
- Other duties as assigned

Desirable Skills and Abilities:

- Comfortable in all technical aspects of video production, including studio production, tape machines, lighting, sound engineering
- Able to perform the following crew positions in a studio setting: director, technical director, camera, and CG operator
- Understanding of webcasting and indexing video content for archiving
- Basic troubleshooting of video gear
- An eye for grammar and spelling of the English language
- Convey a warm and professional public manner

Other Desirable Qualifications:

- Flexible availability
- Ability to communicate in Spanish and / or Vietnamese

General Requirements:

- Knowledge of proper English grammar and spelling
- Proficient in web navigation on a PC platform
- Must be able to climb ladders and be able to lift up to 50 pounds.
- Must be able to sit for long periods of time
- Eyesight and hearing must be sufficient to be able to operate a production switcher, monitor video and audio during productions
- Must have the manual dexterity and coordination required to operate small push buttons and switches associated with audio boards, cameras, switchers, and VCRs
- Must possess and maintain a valid California driver's license, have a safe driving record, and maintain California minimum required automobile insurance
- Must be available for work evenings
- Strong written and verbal communication skills
- Strong customer service skills

Education and Experience:

Any combination of education and experience that provides the skill, knowledge, and abilities required.

- Two years of television production experience
- Two year of video production training at the college or trade school / occupational training level.

INTERESTED APPLICANTS SHOULD SUBMIT A COVER LETTER AND RESUME. IF AVAILABLE, PLEASE SUBMIT A SAMPLE OF MULTI-CAMERA DIRECTING WORK OR PAN/TILT/ZOOM CAMERA WORK TO **JOBS, CREATV SAN JOSE, 255 WEST JULIAN STREET, SUITE 100, SAN JOSE, CA 95110**. APPLICATION DOCUMENTS AND LINKS CAN BE EMAILED TO JOBS@CREATVSJ.ORG. **DEADLINE TO APPLY: OPEN UNTIL FILLED.**