



CITY OF JORDAN
invites applications for the position of:

Streaming Cablecaster (PT)

SALARY: \$15.00 Hourly

DEPARTMENT: Administration

DESCRIPTION OF WORK: The City of Jordan is currently accepting applications for a part-time streaming cablecaster to provide support streaming and recording the City Council meetings (1st & 3rd Monday evenings each month).

APPLICATIONS: Can be picked up at City Hall or found online at www.jordanmn.gov. Position open until filled.

The rate of pay for this position is \$15/hr. approximately 3-6 hours per month.

General Statement of Duties: Performs skilled technical work preparing equipment and other material for live telecast and video/audio recording of meetings for the cable channel and webcasting. Monitors technical problems and reports them to the Finance Director; performs other tasks as assigned.

Supervision received: Works under the general supervision of City Personnel.

TYPICAL DUTIES PERFORMED: The listed examples may not include all duties performed.

- Videotapes, cablecasts, and streams city meetings.
- Prepares equipment and materials for live telecast and video recording of city meetings.
- Monitors equipment in the control room and Council Chambers meeting room and notes any technical problems and/or discrepancies and reports them to the Finance Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the operation of video/audio equipment.
- Considerable skill in operating video/audio equipment.
- Ability to work flexible hours as needed.
- Ability to maintain regular and timely work attendance.

QUALIFICATIONS:

- Ability to work evening.
- Must be 16 years or older.
- Experience with multi-camera meeting coverage preferred.
- Operational proficiency with equipment including, but not limited to automated camera systems, video switchers, tuners/monitors, digital video recorders, audio and videotape recorders, and computers.