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](http://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.