

**Public Media Network**  
**Government Production Specialist**

**DEFINITION:**

Under the direction of the Public Media Network (PMN) Production Coordinator, the Government Production Specialist (GPS) will be responsible for the pre-production planning, production, and post-production of a variety of video (TV & web) and radio programming for units of local government served by PMN. The Government Production Specialist will integrate a high level of technical expertise in media production, the ability to plan and execute projects on deadlines, and a keen sense of community-relations.

**DUTIES & RESPONSIBILITIES:** (Illustrative only)

- Plan and produce regular “news magazine” style programs featuring news and information about local government and school activities.
- Produce “event” programming as appropriate with local government agencies.
- Produce video/audio “Press Conferences” in conjunction with local government agencies.
- Planning and production of informational “Public Service Announcements” and/or “Video News Releases” for units of local government.
- Set up and technical direction of LIVE and taped local government meeting productions.
- Field acquisition, editing, and archiving of digital still and video images (“B-roll”) for use in government media production projects.
- Duplication of media projects for archival purposes or public information request fulfillment.
- Preparation/conversion/formatting of media projects or segments for use on the web sites of PMN ([www.publicmedianet.org](http://www.publicmedianet.org) and [www.kzootv.com](http://www.kzootv.com) ), local units of government, or other web distribution as directed.
- Perform basic administrative tasks related to the PMN “Government Production Services Unit” (e-mail, meeting/interview scheduling, assist with telephone and walk-in customer support, work scheduling, time sheets, report generation etc.)
- Perform basic cleaning and maintenance of the GPSU production equipment and facility.
- Perform other tasks as assigned by the Production Coordinator.

**REQUIRED KNOWLEDGE AND SKILLS:**

The GPS must have a comprehensive understanding of the video and audio production process – both in a studio environment and “in field”. The GPS must also have extensive experience and skill working with a variety of professional video and audio production equipment and systems. Additionally, the GPS must possess excellent organizational and communication skills and the ability to interact professionally with elected and appointed government officials and staff.

**DESIRED KNOWLEDGE AND SKILLS:**

The GPS should have the ability to fully utilize personal computer systems - Windows based PC for office administration, Apple based Mac for video/audio production. Software expertise in MS Office, Adobe Creative Suite, Final Cut Pro/Express, and Garage Band is highly desirable.

Experience and skill in utilizing social media tools in a professional environment; web video; variety of portable video production equipment, studio production systems, and computer-based post-production systems is also highly desirable.

**SUGGESTED TRAINING AND EXPERIENCE:**

A Bachelor’s Degree from a four-year college or university in video/audio production (or equivalent education credentials from a technical institute) and one-year of experience in the development and production of media for broadcast, cable television, or internet distribution.

**ADDITIONAL INFORMATION:**

Starting compensation \$26,000/year, plus benefits.

Possession of a valid motor vehicle operator’s license by the State of Michigan.

Please send by **5:00 p.m. Thursday, December 22, 2016**, a cover letter, resume and demo reel (or URL link to your work) to [assistant@publicmedianet.org](mailto:assistant@publicmedianet.org)

**NO PHONE CALLS.**