

TOWN OF WILTON

Position Description

Date: October 17, 2008

Revised: January 27, 2014

POSITION TITLE: Video Recording Assistant – Part Time

UNION: None

DEPARTMENT: Finance

REPORTS TO: Information Systems Director

SUPERVISION EXERCISED: None

SUMMARY DESCRIPTION OF DUTIES: Operates video and audio recording equipment and video cameras. Makes video recordings of official Town meetings.

JOB LOCATION AND EQUIPMENT USED: Work occurs primarily in an office environment and requires the ability to sit at a desk or stand at an assigned location and work continuously for an extended period of time and to carry supplies and equipment which may exceed 25 pounds; must have sufficient manual dexterity and visual and aural skills to operate audio-visual equipment; must be able to monitor various pieces of equipment and execute a number of different tasks at one time; and must be able to move physically from one work area of the Wilton Town Hall to another. The primary work area is located on the second floor and is accessible only by a stairway. Must be able to operate video and audio recording equipment, cameras, computers, and other professional audio-visual equipment. Meetings are generally scheduled for the evening hours.

The Video Recording Assistant will work on assignment, must be available to work 7:00 pm to 11:00 pm., if required, and must have own transportation to and from the Wilton Town Hall. Occasionally, meetings will be recorded at remote locations using portable equipment. Meetings to be recorded occur roughly twice a month, usually on a Monday night, subject to change as the needs of the Town dictate.

ESSENTIAL FUNCTIONS:

- Learn the capabilities and operations of all equipment used for recording (new equipment may be added from time to time);
- Perform simple troubleshooting of the studio equipment;

- Set up and turn on video recording equipment with sufficient lead time before the meeting starts;
- Test and adjust video and sound recording equipment for proper levels;
- Operate video and sound recording hardware and software;
- Operate pan, tilt, and zoom cameras and camera switching equipment to cover the meeting participants;
- Adjust audio levels as required during the meeting;
- Turn off and secure all equipment at the end of each meeting;
- Use software to process video files and upload to network;
- Use software and video server to schedule playback of programs; and
- Perform related work as required or directed by supervisory personnel.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Demonstrated ability to operate professional-level audio, video and computer equipment, or related experience. Training in using specific equipment will be provided;
- Knowledge of conventions of videomaking, such as appropriate panning, zooming, setup of shots for smooth transitions, and selecting camera angles for coverage of the participants. Some of these skills can be learned through provided hands-on, on-the-job training; and
- Punctuality and reliability.

MINIMUM REQUIREMENTS:

- Demonstrated ability to learn and to follow directions.

SPECIAL CONDITIONS:

- After an offer but prior to actual commencement of employment, the applicant must successfully complete the following:
 - A background investigation, including but not limited to, a motor vehicle check, a criminal history check, and education , certification, and employment verification; and

- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.