

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Producer/Editor
Job Code	
FLSA Status	Non-Exempt
Pay Grade	PT 105

GENERAL SUMMARY

Manages the production of video content including public events, documentary-style production, how-to programming, lifestyle, historical and other video programming. Writes scripts, creates pre-production plan, and coordinates with community partners and other subject matter experts on the development of shows and short-form video content. Directs crew during productions. Edits the final program with input from operation manager or executive producer.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Works as an associate producer on a variety of video content
- Coordinates productions with community partners and other subject matter experts to write scripts, find appropriate talent/interviewees and create production schedule
- Direct production crew and conduct interviews when needed
- Edits, creates graphics, and finalize productions working with operations manager
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's Degree from an accredited college with major course work in Broadcasting, Television, Communications, or related field
- 1 to 3 years' experience or training in video production or broadcasting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

None.

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Relevant Bloomfield Township policies and procedures
- Video production practices and procedures, including set design and directing

Skill in:

- Use of video production equipment, including filming, editing, and assembling footage
- Editing software and social media platforms
- Use of relevant computer software as necessary

Ability to:

- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		

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Fumes or airborne particles		X	
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)		X	

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work - Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	08/22/2022
Dates revised:	