



**Code: 0926**

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

## **CLASS TITLE: TELEVISION PRODUCTION SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class performs a full range of video production activities to support and provide content for the City of Chicago social media sites and City of Chicago departments, and performs related duties as required

### **ESSENTIAL DUTIES**

- Researches topics and gathers information from various sources to conceptualize and develop program content for City of Chicago Municipal social sites and departments.
- Coordinates and participates in pre-production planning activities (i.e., equipment selection, location scouting)
- Assists with the livestreaming of City of Chicago events and related activities
- Sets up and operates audiovisual production equipment to obtain video footage for use in content creation
- Oversees technical crew work assignments during field productions
- Operates a personal computer and uses non-linear editing software to organize, edit, and format raw footage into coherent videos
- Determines specific audio, visual effects and music components necessary to complete projects
- Prepares and compresses video files for dissemination of and sharing on City of Chicago social media sites
- Performs preventative and routine maintenance on video production equipment
- Loads and unloads audio and video production equipment, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Six (6) years of experience in video or film production, **OR**
- Graduation from an accredited college with an Associate's degree in Broadcasting, Television Production, Journalism or a directly related field, plus four (4) years of work experience in video or film production, **OR**
- Graduation from an accredited college or university with a Bachelor's degree in Broadcasting, Television Production, Journalism or a directly related field, plus two (2) years of work experience in video or film production, **OR**
- Graduation from an accredited college or university with Master's degree in Broadcasting, Television Production, Journalism or a directly related field, plus one (1) year of work experience in video or film production

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

## **WORKING CONDITIONS**

- General office environment
- General television studio environment
- Exposure to outdoor weather conditions

## **EQUIPMENT**

- Standard office equipment (e.g., phone, printer, copier, computers, mobile devices)
- Adobe Creative Cloud (e.g., Premiere, Photoshop, After Effects, etc.)
- Standard productivity suites (e.g., Microsoft Office Suite, Google Workspace, etc.)
- Audio and video production equipment (e.g., HD video cameras, microphones, tripods, lighting)

## **PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to access staircases, ladders, and/or step stools

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Moderate knowledge of:

- \*media production, communication, and dissemination techniques and methods
- livestream production equipment and software
- \*operating audio and video production equipment
- \*applicable computer software and non-linear editing applications

Some knowledge of:

- production management
- researching and conceptualizing program topics
- conducting interviews

Knowledge of applicable City and department policies, procedures, rules, and regulations

### **Skills**

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE ENGAGEMENT** - Give full attention to what other people are communicating, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **MONITORING** - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- **TIME MANAGEMENT** - Manage one's own time or the time of others
- **COORDINATION WITH OTHERS** - Adjust actions in relation to others' actions
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

- EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- OPERATION AND CONTROL – Control operations of equipment or systems

**Abilities**

- EFFECTIVELY COMMUNICATES AND COMPREHENDS INFORMATION – Effectively communicates and understands information shared through various communication methods
- WRITE - Communicate information and ideas in writing so others will understand
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
October, 2013; June, 2025