



**Code: 0944**

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

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## **CLASS TITLE: COORDINATOR OF STUDIO OPERATIONS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class supervises a staff of technicians and manages the day-to-day operations of the city's television production studio, and performs related duties as required

### **ESSENTIAL DUTIES**

- Coordinates the scheduling and production of programs for the city's cable channel
- Conducts weekly planning sessions to prepare for technical and production requirements of upcoming events
- Supervises staff of studio technicians engaged in operating equipment including cameras, sound boards and lighting equipment to video tape and record programs
- Coordinates the technical aspects of taping programs, including selecting camera shots, monitoring control panels for quality of picture and sound reproduction and ensuring adherence to script and time schedules
- Consults with segment producers and editors to discuss program format
- Arranges and schedules remote shoots for footage to be used in scheduled programs
- Collaborates with senior management in order to develop new quality programming and to improve existing programs

**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**

- Eight (8) years of work experience in the production of television programming, **OR**
- Graduation from an accredited college with an Associate's degree in Television Production, Film/Video, Communications or a directly related field, PLUS six (6) years of work experience in the production of television programming, **OR**
- Graduation from an accredited college or university with a Bachelor's degree in Television Production, Film/Video, Communications or a directly related field, PLUS four (4) years of work experience in the production of television programming, **OR**
- Graduation from an accredited college or university with a Master's degree or higher in Television Production, Film/Video, Communications or a directly related field, PLUS three (3) years of work experience in the production of television programming

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

- None

### **WORKING CONDITIONS**

- Television studio environment
- General office environment

**EQUIPMENT**

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Television studio and related equipment (e.g., studio cameras, audio mixers, lighting consoles, teleprompter)

**PHYSICAL REQUIREMENTS**

- None

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

Moderate knowledge of:

- \*television studio operations and equipment
- \*video, audio and mixing equipment
- \*lighting equipment

Some knowledge of:

- principles, practices, and techniques of television production
- applicable computer software packages (e.g., Adobe Photoshop, Illustrator)

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 LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking 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
- RECOGNIZE SPACIAL ORIENTATION – Know one's location in relation to the environment or to know where other objects are in relation to one's self

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
  - **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
  - **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
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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  
January, 2013; April, 2025