



Code: 0944

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

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, audio and lighting equipment to record programs
- Coordinates the technical aspects of recording 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 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

- Standard office equipment (e.g., phone, printer, copier, computers, mobile devices)
- Television studio and related equipment (e.g., video cameras, audio lighting, 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 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
- *COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Abilities

- EFFECTIVELY COMMUNICATES AND COMPREHENDS INFORMATION – Effectively communicates and understands information shared through various communication methods
- 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
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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- 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.

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