



**Code: 0945**  
Family: Public Relations and Creative Arts  
Service: Administrative  
Group: Clerical, Accounting, and General Office  
Series: Audio-Visual

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## **CLASS TITLE: SENIOR STUDIO EQUIPMENT OPERATOR**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, the class performs at the fully functional level, operating television studio equipment including cameras, lighting and sound equipment to produce studio based television programs, and performs related duties as required

### **ESSENTIAL DUTIES**

- Sets up and operates studio television cameras to videotape programs in a studio or remote location for viewing on the City's cable channel
- Arranges microphones and operates audio recording and mixing equipment to regulate and control volume levels and to synchronize sound with picture presentation
- Determines lighting requirements, creates plans and positions lighting equipment to provide adequate illumination for taping of programs
- Types script using a character generator and operates teleprompter equipment for use during tapings
- Provides direction and assistance to lower level staff during taping of studio productions
- Reviews videotapes taken during taping sessions for overall quality of audio and video footage
- Assembles and disassembles studio sets, 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**

- Three (3) years of work experience in the operation of television studio equipment, **OR**
- Graduation from an accredited college or university with an Associate's degree or higher PLUS one (1) year of work experience in the operation of television studio equipment

#### **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
- \*EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- \*OPERATION AND CONTROL - Control operations of equipment or systems
- \*OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
- \*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
- 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
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

**CLASS TITLE: SENIOR STUDIO EQUIPMENT OPERATOR**

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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.

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