



Code: 0948

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

CLASS TITLE: STUDIO EQUIPMENT ENGINEER

CHARACTERISTICS OF THE CLASS

Under general supervision, the class coordinates daily livestreams from the head end and creates playback schedules for the city's cable stations, and performs related duties as required

ESSENTIAL DUTIES

- Collaborates with the Station Manager in creating daily, weekly, and monthly programming schedules for Channels 23, 25, and 49
- Coordinates with the Station Manager and the Videography team to livestream Mayoral and City Department events to the City of Chicago social sites and City of Chicago website
- Programs video server in order to play content segments for correct day and time
- Logs and tracks incoming content for Municipal Television in order to locate requested files
- Consults with program presenters and production company staff to ensure that received content is scheduled and broadcast in a timely manner
- Assists production crews with the creation of live and recorded programming, including field assignments
- Creates video text crawls airing on Municipal Television in order to promote important City information, upcoming programming or City events
- Performs quality assurance checks by reviewing programs for any technical or content issues submitted by local producers
- Participates in post-production activities (i.e., editing), for Channels 23, 25, 49 and City of Chicago social sites in studio and/or during field assignments
- Capture and create videos for Municipal Television and various social media platforms

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 production or editing, **OR**
- Graduation from an accredited college an Associate's Degree in Television Production, Film/Video, Communications or directly related field, plus four (4) years of experience in video production or editing, **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 two (2) years of work experience in video production or editing, **OR**
- Graduation from an accredited college or university with a Master's Degree in Television Production, Film/Video, Communications or directly related field, plus one (1) year of work experience in video production or editing

Licensure, Certification, or Other Qualifications

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

WORKING CONDITIONS

- Television studio and field environments

General office environment

EQUIPMENT

- Standard office equipment (e.g., phone, printer, copier, computers, mobile devices)
- Television studio and related equipment (e.g., cameras, audio, lighting, teleprompter)
- Digital editing equipment

PHYSICAL REQUIREMENTS

- Transport equipment (camera bags, batteries, tripods, lighting kits)

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

Comprehensive knowledge of:

- *television studio operations and equipment
- *video, audio equipment
- *lighting equipment
- livestream gear and software
- 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
- *EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- *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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- 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
 - 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
July, 2022; June, 2025