



Position Description

Job Title	Community Media Specialist
Department	Administration
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position records government meetings, community speakers, and other events in the community, produces programming to air on the City's cable access TV station, radio station and online, and assists with other functions related to the TV and radio operations.

Supervision

Received	IT Communications Specialist
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Records and edits for broadcast government meetings, community, organization and educational speakers, community events and other programming for broadcast on WIN-TV, Waupaca Radio and online, in accordance with established production standards.
- Assists with the production of in-studio TV programs and radio segments.
- Uploads and publishes programming to the community media website.
- Adheres to Federal Communications Commission, Station and City policies.
- Updates community calendar; produces public service announcements; updates programming schedules; seeks programming sponsors (underwriting); conducts station marketing and promotions.
- Performs various duties in the operation of the TV and radio station, including camera operator,

program host, control room operator, radio program host, and multimedia editing.

- Dubs and duplicates programs for archival purposes or distribution.
- Notifies the IT-Communications Specialist of supplies needed and equipment malfunctions; suggests improvements to station operations and programming as needed.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Currently enrolled in high school, or graduation from high school or GED equivalent plus technical training in mass media and communications; some experience working with computers and audio/visual equipment preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• FCC rules pertaining to low power FM radio stations.• Video and audio editing and camera operation• Audio/microphone techniques.• Business English (spelling, punctuation, grammar and tone).• The use of standard office equipment including computers and relevant software including video editing software.
Ability to	<ul style="list-style-type: none">• Operate cameras and various types of equipment used in video and audio editing.• Work independently with minimal supervision.• Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none">• Oral and written communications.• The use of audio and video equipment.

Necessary Special Requirements

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of cameras and related equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

- The employee is frequently required to bend, stoop, kneel or crouch.
- The employee must frequently lift and/or move up to 50 pounds.