

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Media Production Specialist

GRADE: 6

REPORTS TO: Clerk of the House or Central Staff Director

POSITION SUMMARY: This is an at-will position, non-partisan or partisan. This position requires knowledge of multisource video production switchers, multichannel audio mixing boards, remote control camera operation, basic character generator programming, and their use in producing live streaming coverage and video recording of legislative committees and session. The Media Production Specialist may provide video content to their respective caucus for use on various media platforms. This position also requires knowledge of electronic field production and non-linear editing systems.

This position requires knowledge of multisource video production switchers, multichannel audio mixing boards, remote control camera operation, character generators, and their use in producing live streaming coverage or video clips of legislative committees and session. This position also requires advanced knowledge of electronic field production and non-linear editing systems. Duties include the setup and troubleshooting of A/V display technology (PowerPoint, sound systems) and other duties as assigned.

Understanding and use of various social media platforms, knowledge of the legislative process, and knowledge of electronic voting systems are preferred.

JOB QUALIFICATION: A degree in Audio/Visual Production is preferred.