

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Production Coordinator I

GRADE: 9

REPORTS TO: Clerk of the House

POSITION SUMMARY: This is an at-will, non-partisan position. This position requires knowledge of Society of Motion Picture and Television Engineers (SMPTE) engineering standards, advanced troubleshooting/repair skills, the ability to work independently, and perform various video production assignments. The candidate must have knowledge of fiber optic systems, audio/visual signal flow, equipment, and design.

This position requires advanced knowledge of multisource video production switchers, multichannel audio mixing boards, remote control camera operation, character generators, and their use in producing live streaming coverage 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); maintaining schedules for equipment repair; and to advise/recommend new technology for purchase by the House of Representatives.

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

This individual is responsible for other duties as assigned.

JOB QUALIFICATION: A degree in Audio/Visual Production and demonstrated experience in a professional broadcast, cable, or government television operation.