

# ORIGINAL EXAMINATION

## Media Specialist

### Milwaukee Fire Department

**THE PURPOSE** of this position is to record and produce video informational and training presentations. This includes coordinating pre-production activities, developing story boards, making arrangements for on-site shoots, performing videography and editing and duplicating final master presentations. The Media Specialist also researches, creates and develops techniques used in presenting training for fire personnel and the public, as well as maintaining the fire department employee identification and personnel accountability programs.

#### **ESSENTIAL FUNCTIONS:**

**25%** Performs computerized non-linear video editing using AVD Media Composer digital video editing system. Editing may include digitizing video, color correction, multi-track video layering, creating and EDL, character generating, photo retouching, graphic design, 3D graphics, graphic animation, animated text using AVID FX, digital video effects, and audio editing (sound enhancement and noise reduction). Performs DVD authoring and duplication, CD/DVD mastering, manages large audiovisual data files using audiovisual hard drives, SCSI optical storage devices, and CD/DVD recordable media.

**20%** Performs video production which includes videography of fire department training programs, digital video recording and digitizing field video footage, production music, photos, scanning of photographs, ENG lighting, wireless microphone operation, and digital video mastering. Duplicates, labels, files, and ships DVDs to all engine houses and bureaus. Transcodes video for web-based applications.

**15%** Performs pre-production duties which include production-needs evaluation, sight survey, planned meetings, scheduling, script writing, story boards, outline, music selection, cast and crew scheduling, acquisition of materials and supplies, graphic design, and routine maintenance of equipment. Logs videotapes.

**10%** Responsible for all department video production and still-photography including but not limited to the following events: awards night, recruit graduation, press conferences, and the Fallen Firefighter Memorial Ceremony. Independently sets up and operates all AV equipment.

**10%** Captures footage of recruit live-fire training evolutions, dressed in firefighting turnout gear and SCBA. Gathers audiovisual documentation of fire recruit training used in evaluation of personnel. Maintains certification in SCBA and turnout gear usage, and successfully completes the annual OSHA facepiece fit-test.

**5%** Photographs, creates, and distributes personal identification cards. Maintains Personnel Accountability System for the fire department, which are the cards used to account for personnel at emergencies.

**5%** Maintains all DVD players, TV monitors, digital projectors, audio equipment, slide projectors, screens, etc. that are used within department engine houses and bureau buildings. Repairs equipment or sends out equipment for repair. Accountable for equipment checkout from audiovisual section. Instructs departmental personnel using the equipment in proper procedures to prevent breakdowns and delays. Conducts inventory of equipment. Prepares requisitions. Prepares budget for audiovisual section.

**5%** Coordinates CentreLearn distance learning curriculum. Operates and provides training for Salamander Incident Management software and hardware.

**5%** Administrates the department's social media networks and performs web content management.

**Additional duties:** Historical photo documentation of department job promotions; Assist other City of Milwaukee agencies, including the Milwaukee Police Department and the Milwaukee Fire and Police Commission with audiovisual productions or to offer expert advice; Trains personnel who are assigned to assist in the audiovisual section.

Conditions of Employment: Must respond to emergency situations in full firefighter protective gear.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

#### **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Television or Video Production or related field from an accredited college or university AND two years of full-time paid experience in studio and field video production including video editing  
OR

Associate's Degree in Television Production and four years of the above experience.

**NOTE:** College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov) or sent to Box MS, Department of Employee Relations, City of Milwaukee, 200 E. Wells St, Room 706 City Hall, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.

*Other equivalent combinations of education and experience may be considered.*

2. Valid driver's license and availability of a properly insured personal automobile at time of appointment and throughout employment.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

**KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS REQUIRED:**

- Knowledge of and ability to use AVID editing software
- Knowledge of and ability to use Panasonic HD-AVCCAM, Canon 7D, Canon XL2 and GL1 Digital Video Cameras
- Ability to use the following computer programs: AVID Media Composer, AVID FX, AVID DVD, AVID Pro Tools, Adobe After Effects, Adobe Photoshop, Sorenson Squeeze, Sonicfire PRO, Microsoft Word, Excel, and Powerpoint and Digital Combustion-Fire Studio
- Knowledge of digital still photography
- Knowledge of video, audio and broadcast equipment
- Skill in oral and written communications
- Ability to identify problems and alternative solutions or approaches to solve them
- Interpersonal skills and the ability to relate effectively with a variety of people
- Ability to work independently
- Ability to accurately maintain records
- Be detail oriented
- Be creative; have fluency of ideas
- Maintain composure under stressful conditions
- Must be able to perform the following physical activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, Repetitive Motion, Driving, Heavy Work (Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.)
- Must be able to withstand and work in: Inside & outside environmental conditions, Extreme cold and heat, Noise and vibrations, Hazards and atmospheric conditions, Must be able to wear a respirator

**THE CURRENT SALARY RANGE (2CN)** is \$43,909 to \$54, 455 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

The examination will be held as soon as practical after October 5, 2012. Receipt of applications may be discontinued any time after this date without prior notice. Qualified applicants will be notified of the date, time and place of the examination. **Unless otherwise required by law, the City of Milwaukee will not provide alternate test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.**

**APPLICATIONS** and further information may be obtained from our web site [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) , in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554, or by calling 414-286-3751.