

# The Charter Township of Bloomfield, MI

## Job Description

<b>Classification Title</b>	Producer/On-air Talent
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	PT 107

### GENERAL SUMMARY

Produce sporting events and parades, including gathering stat information and coordinating interviews. Appear on-camera, interviewing participants and delivering play-by-play commentary.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Manage coordination and set-up of interviews
- Appear on-camera
- Solid understanding of play-by-play for specific sport
- Manage all required paperwork
- Excellent interviewing capabilities
- Performs other duties as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Bachelor's Degree from an accredited college with major course work in Broadcasting, Television, Communications, or related field
- 3 – 5 years' experience or training in video production or broadcasting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

None.

### OTHER JOB REQUIREMENTS

None.

### PREFERRED QUALIFICATIONS

None.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

**Knowledge of:**

- Relevant Bloomfield Township policies and procedures
- Video production practices and procedures, including set design and directing

**Skill in:**

- Use of video production equipment, including filming, editing, and assembling footage
- Editing software and social media platforms
- Use of relevant computer software as necessary

**Ability to:**

- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals or substances	X		
Loud noises ( <i>85+ decibels</i> )		X	

**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.*

Medium Work - Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

<b>Date created:</b>	08/22/2022
<b>Dates revised:</b>	