



**CITY OF HAWTHORNE
PRODUCER
COMMUNITY SERVICES
Classification Specification
(Part-Time / Non-Classified)**

JOB SUMMARY

The City of Hawthorne Cable Television department has part-time positions to assist in government access television production and operations. Candidates must have flexible working hours and be available for evening and weekend shifts.

SUPERVISION RECEIVED

The Producer position works under the general supervision of the Cable Television Production Supervisor performs activities in the production of video programming for the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Producer. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Responsible for the day-to-day production of newscasts.
- Skillfully use social media and digital tools to research, discover, and distribute content.
- Coordinate the writing and editing of scripts that incorporate video, nat sound and graphics to enhance storytelling
- Edit videos and work closely with the Cable Television Production Supervisor and Production Coordinator.
- Work with management team to approve scripts prior to news broadcasts.
- Teach, coach, and mentor the best practices for writing and producing content.
- Oversee and collaborate with Cable Television Production Supervisor on editorial strategy for daily content creation and distribution across all platforms.
- Plan and implement stories within deadline and coordinate with reporters and managers.
- Coordinate with team members to ensure script and video clips match and perform appropriate coding.
- Collaborate with reporters and other staff to select and prioritize contents, live shots and other relevant duties for efficient execution of newscasts.
- Participate in various editorial meetings to review content.
- Participate regularly in story planning meetings and conferences to decide lead stories and sub stories.
- Analyze and prepare innovative graphic design and pre-production elements to make newscast more attractive.
- Administer efficient delivery of news in an effective way to improve viewership base through improved presentation.
- Coordinate with team to develop promotion strategies for upcoming events, shows and newscasts.
- Perform research on national, regional and local news to produce articles for every news cast.
- Research and pitch story ideas.
- Write PSAs, VO/SOTs and promotion of all programming and events via social media.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Bachelor's Degree from an accredited four (4) year college or university with major course work in Broadcast Journalism; and
- Three (3) years experience in television reporting (commercial, industrial or cable) or a combination of education and qualifying experience necessary to perform the job.
- Solid editing and scripting abilities.
- Be able to multitask and manage time in order to put together an exciting and informative newscast.
- A confident, natural leader and problem solver with demonstrated critical thinking and collaboration skills.
- Strong command of English language, experience with writing protocols, and good communication skills.
- Proficiency with Adobe Creative Suite.

Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Successfully pass a medical and fingerprint screening.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of standard news-style (split page) script writing, interviewing techniques and voice-over techniques.
- Knowledge of operation of a variety of office automation equipment. Principles and practices of PC's and related software.
- Ability to operate a PC and related software. Analyze and problem solve technical and operational difficulties.
- Ability to comprehend and follow oral and written directions.
- Ability to communicate effectively and concisely both verbally and in writing.
- Ability to maintain accurate and detailed records.
- Ability to deal tactfully and courteously to establish and maintain cooperative working relationships with the general public and City staff.
- Ability to use all social media platforms.
- Be available both weekdays weekends.

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.

The employee is required to sit for up to two hours, talk, hear, stoop, walk, and stand still for 2hrs periods; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee

may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

Work is regularly performed both indoors and outdoors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate and outdoors typical environmental noise level and weather conditions. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA PART-TIME
Civil Service Status: Non-Classified

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