

STATE OF SOUTH DAKOTA

REQUISITION REQUEST rev 6.2012

JOB TITLE: Public Broadcasting Media Specialist/Videographer Editor

Career Service: **Exempt:**

Send Requisition List to (Name / Employee #): Bob Bosse/121366

VETERANS' PREFERENCE ELIGIBLE:

Send Requisition List to (Name / Employee #): Eric Hildebrandt

Send Requisition List to (Name / Employee #): _____

POSITION #(s): 012090 Does this position number need to be downgraded/reclassified? Yes No

OF OPENINGS: 1 **FULL TIME** **PART TIME**

LOCATION: Vermillion

DEPARTMENT & DIVISION: Bureau of Information and Telecommunications- South Dakota Public Broadcasting

TYPE OF ANNOUNCEMENT: Open Competitive

MOST RECENT INCUMBENT: _____

If Unit specific Promotional - **UNIT:** _____

LENGTH OF RECRUITMENT: Open Until Filled

SALARY RANGE OR HOURLY RATE OF PAY: GH

GEOGRAPHICAL DIFFERENTIAL: _____

QUESTIONNAIRE REQUIRED: Yes No Choose an item

ADDITIONAL REQUIREMENT QUESTIONS: Yes No If yes, list below.

OTHER REQUIREMENTS:

Background Successful applicant(s) will be required to undergo a background investigation. An arrest/conviction record will not necessarily bar employment.

Drug Offers of employment are conditional upon successful completion of a drug screening.

Abuse Successful applicant(s) will undergo an abuse and neglect screening.

Keyboarding A KEYBOARDING SKILLS TESTS IS REQUIRED FOR THIS POSITION. Please arrange testing with your local South Dakota Department of Labor and Regulation Employment Services Office and request a certificate of proficiency to attach to your application. A keyboarding skills test score is valid for three years. If special accommodations for testing are necessary because of a disability, please request them when scheduling the test.

DOT/CDL Incumbent must have a valid driver's license and be able to obtain a Class A commercial driver's license (CDL) within 30 days of hire date to retain employment. Employee will be subject to pre-employment, random, reasonable-suspicion, post-accident, follow up, and return-to-duty drug and alcohol testing.

Incumbent must be willing to live in or to relocate within 20-30 miles commuting distance of the above location, and must be available for work on short notice during emergencies and adverse weather conditions.

According to SDCL 32-12A, applicants will be required to authorize the Department of Transportation to obtain a complete driving record.

Other required documents: (Curriculum Vitae, Transcripts, Writing Sample, etc.) Examples of video shooting and editing

Working conditions or other specific requirements (physical, environmental or other position requirements). Must be able to lift 50 lbs., stand for up to 2 hours at a time, and travel for up to a week at a time.

INTRODUCTORY STATEMENT (Introductory Paragraph – If nothing is entered here for Career Service positions, the information from the Classification Specifications will be used).

South Dakota Public Broadcasting is seeking a creative individual with a passion and skills for audio/visual storytelling. The successful candidate will work alone and as part of a team acquiring quality video and audio for television programs, editing television programs, segments, creating graphics, and interstitial elements for web publication and television broadcast, and working as part of a crew for in-studio and remote multi camera live productions.

Licenses and Certifications:

The Ideal Candidate Will Have:

College degree or equivalent experience in electronic media or related field. Demonstrated experience with professional video, photography, lighting, editing and audio equipment.

Knowledge of:

- operating functions of studio and remote cameras and other recording equipment;
- Non-linear editing and basic directing
- operation of studio and remote audio and lighting equipment;
- operation of character generators and other graphics hardware and software;
- proper use and storage of television production equipment;
- communications industry standards;
- journalism standards and practices.

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- working knowledge of video and audio electronic content management
- journalism standards and practices.
- Live audio operation

Skill to:

Communicate effectively

Ability to:

- recognize and explain camera malfunctions;
- recognize and solve audio and lighting problems;
- follow directions;
- establish and maintain effective working relationships;
- communicate information clearly and concisely;
- operate computers;
- travel for up to one week at a time
- work a flexible schedule to include nights, weekends, and holidays;
- lift fifty pounds.
- Stand for up to two hours

Additional Requirement Questions:

To be considered, please complete the information below. Your responses to these supplemental questions must be clear, concise, and numbered. Please describe any work or life-related experience which would indicate that you possess the knowledge, skill, or ability listed below: