



## City of Kansas City, Missouri Job Class Specification

**Job Title:** VIDEOGRAPHER

**Department:** MULTI

**Job Code:** 5268

**Status:** NONEXEMPT

**Grade:** L-7

### Summary

This is skilled, technical professional work involving the planning, production and editing of promotional, instructional and educational videos for municipal projects.

Work involves the performance of skilled work in the production of videos for cable television programming, social media posts, or for use within the city's departments. Assignments are received orally or in writing, and are reviewed by technical or administrative superiors to assure conformance with instructions and quality of work.

### Duties and Responsibilities

- Consults with administrative or technical staff on projects to determine nature and objectives of project and the technical and creative approach to be used.
- Conducts pre-production audit to identify equipment and information requirements and resources; prepares production schedule.
- Prepares scripts for productions and sets up field or studio production equipment including cameras, lighting and audio.
- Operates broadcast industry standard cameras in field and sets up lights and audio mixers; works with on-camera talents to set volume and lighting levels.
- Plans and coordinates direct and technical direct live broadcast meetings.
- Reviews and edits videos using broadcast industry standard editors, as well as digital media and online software or other platforms.
- Designs and programs graphics as needed for video projects.
- Performs minor repairs on video and editing equipment.
- Post videos to and write related content for social media platforms.
- Performs related duties as required.

**Technical Skills**

Considerable knowledge of:  
Current practices and techniques used in television production and writing;  
Types and operation of television of television cameras, switchers, video tape decks, editing equipment, audio boards, lighting equipment, digital and social media platforms, and other professional video and audio production equipment;  
Techniques used for storage, video duplication, logging and archiving tapes.  
Technical and aesthetic aspects of quality television transmission;  
Broadcasting rules and regulations.

**Ability to:**

Identify the basic components of a video signal and be able to make technical adjustments;  
Read and understand manufacturer's manuals for operation, repair and calibration of electronic equipment and components;  
Direct, technical direct, and coordinate television productions for live broadcast;  
Write television copy in clear, precise and understandable language;  
Maintain professional, orderly and clean work areas;  
Lift and move production equipment on a frequent basis;  
Stand for long periods of time during live broadcasts;  
Establish and maintain effective working relationships with others.

**Education and Experience**

Accredited Bachelor's degree with major course work in mass communication, television production or communication studies;.

OR

An equivalent combination of education and experience in video shooting and editing for television stations or production companies..

**Certificates/  
Licenses/Special  
Requirements**

- Must pass a background check as prescribed by the City.
- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.

**Supervisory  
Responsibility**

None

**Supervision  
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created****Revised**

12/98

4/00, 9/06, 9/08, 2/18, 8/2022