

CITY OF BEVERLY HILLS

Department of Human Resources
455 North Rexford Dr., Suite 310
Beverly Hills, CA 90210

<http://agency.governmentjobs.com/beverlyhills>

**INVITES APPLICATIONS FOR THE POSITION OF: Cable TV/Video
Assistant (Part-Time Hourly)**

SALARY

\$9.23 - \$24.23 Hourly

OPENING DATE: 12/01/10

CLOSING DATE: Continuous

THE POSITION

Assists in the production of video programming and performs video production duties in support of the Cable TV and Video functions of the City.

MAJOR DUTIES

- Works as part of a crew for live and video taped meetings and events.

- May operate a variety of equipment to include cameras, character generator, lighting and audio equipment.

- Loads, unloads and maintains equipment.

- Dubs and edits video tapes.

- Performs a wide variety of tasks related to the area assigned.

- May assist with programming functions.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate effectively both orally and in writing.

- Ability to meet the public with courtesy and tact.

- Ability to understand and carry out oral and written directions.

- Ability to establish and maintain effective working relationships with persons contacted in the course of work.

- Ability to work a flexible schedule in order to meet the needs of the City, including evening and weekend assignments.

- Knowledge of English usage, spelling and grammar.
- Knowledge of broadcast principles.
- Knowledge of care of video production equipment.
- Skill in care of video production equipment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/beverlyhills>

OR

455 North Rexford Dr., Suite 310

Beverly Hills, CA 90210 EXAM #10 - VT00 - 01

CABLE TV/VIDEO ASSISTANT (PART-TIME HOURLY)

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