

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Production Coordinator II

GRADE: 11

REPORTS TO: Clerk of the House

POSITION SUMMARY: This is an at-will, non-partisan position. The Production Coordinator II supervises employees within the House Television section. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of the policies, procedures, and regulations of specific communications programs, and supervisory techniques, personnel policies, and procedures.

Job duties include coordination of activities by scheduling work assignments, setting priorities, and directing the work of House Television employees. Responsibilities include decision-making pertaining to committee coverage; posting of information to the public website; and composing correspondence relative to the work. The position requires knowledge of television system technologies and emerging trends. The employee develops contacts with A/V equipment vendors and makes associated purchase recommendations for the House of Representatives.

This position requires knowledge of various social media platforms, multisource video production switchers, audio mixing boards, remote control camera operation, character generators, and Internet streaming technology for coverage of legislative committees and session. This position requires knowledge of electronic voting systems and the legislative process.

This individual is responsible for other duties as assigned.

JOB QUALIFICATION: A Bachelor of Arts in Communications, Journalism, or related field is required. Demonstrated experience in a professional broadcast, cable television, or government video operation is also required.