



Job Opening

**APPLICATION DEADLINE DATE: November 7, 2016**

**JOB TITLE:** Multimedia Production Representative 1, SG-18    **LOCATION:** ALBANY  
**APPOINTMENT TYPE:** Permanent \*    **JURISDICTION CLASS:** Non-Competitive  
**DEPARTMENT:** Marketing, Advertising, & Tourism  
625 Broadway, Albany, NY 12245

**BASIC FUNCTION:**

Under the direction of the Director of Media Services Bureau, performs any of three roles in support of the Department of Economic Development (DED): production planner, producer, video/audio technician and/or motion graphics designer. Incumbents are responsible for the full range of operations and production projects within the department including technical requirements of operations and production projects, and coordination and scheduling of all operations.

**WORK PERFORMED:**

When assigned the role of producer, completes the full range of operations and productions projects within the Bureau of Media Services.

- Functions as “key” in the camera and or audio department during recording of live productions in the field and studio.
- Assists in the training and direction of technicians.
- Acts as content director overseeing the combination of content within the field or studio environment.
- Functions as editor on video or audio production projects.
- Originates digital workflow in the field and studio.
- Meets with agency staff to determine production requirements and assists in content development.
- Assists in creating metadata for use in digital workflow.

When assigned the role of video/audio technician and or motion graphics designer, supports the technical aspects of content creation within the Bureau of Media Services.

- Sets up and operate temporary and or permanent production facilities including cameras, audio recorders, graphic design programs, streaming equipment and or editing software.
- Assists in troubleshooting in the field and studio environment.
- Determines what equipment is needed to successfully complete productions. This includes any camera equipment, sound recording devices, lighting equipment and any additional needs the production may require.
- Works with the production planner to determine crew and equipment needs.
- Performs studio and location visits prior to production to ensure proper equipment and personnel needs.
- Ingests media with input from producer into server creating internal digital workflow.
- Backs up media created in the field to primary and secondary control devices.

When assigned the role of production planner, coordinates all operational and production projects with the Bureau of Media Services.

- Establish and manage a master production calendar of current and future projects.
- Maintains up to date listings of resources and commitments.
- Researches and sources vendors to support production projects.
- Meets with clients and agency to identify project needs and assist in the creation of executable plans.
- Tracks progress of projects and helps maintain deadlines.
- Assists in receiving invoices and tracking budgets.

**Minimum Qualifications:**

4 years of experience with a national network, local network television affiliate, cable news, commercial media production or transmission facility, marketing communications agency; OR similar employment in a creative arena, such as a news videographer, studio camera operator, art director, copywriter, graphic designer, account executive, video editor, web designer; in a broadcast engineering arena, such as broadcast engineer, uplink engineer, maintenance engineer, master control operator, engineering or newsroom technology specialist, media ingest operator, media data center operator, or broadcast systems integration.

Substitution: College study may substitute for up to 2 years of experience, with 30 semester credit hours equaling one year of experience. Degree must have been received from a regionally accredited college or university or one recognized by the New York State Education Department as following accepted educational practices.

**SALARY RANGE:** \$53,339-\$67,827

**ADDITIONAL:**

If interested in this position, please forward a cover letter and resume to the e-mail address below by [November 7, 2016](#). Be sure to indicate the position title and location you are applying for and specify how you meet the minimum qualifications in your cover letter.

**\* While this position is intended to be a permanent position, following Civil Service approval of the non-competitive jurisdictional class requested by our agency, the incumbent will be appointed temporary/pending non-competitive jurisdiction class approval.**

**INQUIRE**

NYS Department of Economic Development  
Human Resources Office  
625 Broadway  
Albany, NY 12245  
Fax: (518) 292-5852  
E-Mail: [DED-HR@esd.ny.gov](mailto:DED-HR@esd.ny.gov)

10/21/16

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