

## Town of View Royal

### JOB DESCRIPTION

#### WEBCAST PRODUCER

**Reports to:** Director of Corporate Administration

**General Summary:**

Under the direct supervision of the Director of Corporate Administration, the Webcast Producer facilitates the pre-production, production and post-production work for the live webcasting and recording of Council and committee meetings and all other aspects of the digital media function.

**Duties and Responsibilities:**

1. For the webcast pre-production, coordinates guest registration, facilitates equipment and technology orientation and webcast rehearsals with registered guests, and ensures all required audio-visual equipment (computers, monitors, microphones, cameras, and system controller) are set up per directions and are operational prior to the live webcast meeting.
2. For the webcast production, during the meeting operates the webcasting media system, coordinates and assists staff and meeting participants, and trouble-shoots issues by running diagnostic software, adjusting microphones, positioning monitors and adjusting software and malfunctioning equipment.
3. For the webcast post-production, edits and indexes the webcast recordings, distributes webcast recordings to other staff for posting to the Town's website, and files webcast recordings electronically in accordance with the municipality's records management system.
4. Demonstrates the use of equipment to other staff and maintains written procedures to use as a reference tool.
5. Coordinates and communicates with other Webcast Producers to inform of any emerging issues or concerns and scheduling.
6. Performs routine webcasting system checks and related software/hardware maintenance, and works with IT support and internal technical support staff to resolve software and hardware issues.
7. Performs related duties where required.

**Knowledge, Skills, and Abilities:**

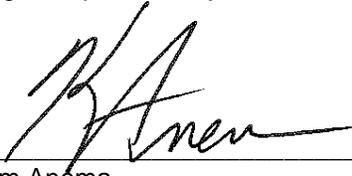
1. Ability to multi-task and prioritize workloads that may have competing interests and adapt readily to rapidly changing demands and circumstances.
2. Sound judgement and decision-making skills with the ability to function effectively under pressure.
3. Demonstrated understanding of electronic meeting software and hardware with the ability to apply this understanding to webcasting.
4. Ability to provide clear technical guidance to other users.
5. Understanding of Council and various committee meeting protocols and procedures.
6. Understanding of and ability to apply techniques of digital indexing and archiving.
7. Working knowledge of Microsoft Teams, video editing and and related specialty software.

8. Ability to maintain accurate records.
9. Excellent interpersonal skills and the ability to deal courteously and effectively with elected officials, a wide variety of internal customers, members of the community and vendors.

**Qualifications and Experience:**

1. Completion of Grade 12 or equivalent plus 1 year of experience in live webcasting. An equivalent combination of education and experience may be considered.
2. A 2-year Diploma in media studies is preferred.

*This job description is only a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.*



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Kim Anema  
Chief Administrative Officer