



## TOWN OF VIEW ROYAL

The Town of View Royal is a growing residential community in the Greater Victoria area with a population of approximately 10,800. Our waterfront community has scenic views of Esquimalt Harbour and Portage Inlet, as well as excellent parks and trails, including the Galloping Goose Regional Trail and Thetis Lake Regional Park. Ten minutes from downtown Victoria, View Royal's central location also provides good highway access to the Western Communities and to the Saanich Peninsula, including BC Ferries and the Victoria International Airport.

### WEBCAST PRODUCER

1 Auxiliary Position

Average 7-17hours per month

\$27.80/hr plus 10% in lieu of benefits

Reporting to the Director of Corporate Administration, the Webcast Producer is a member of a team that facilitates the live webcasting of Council and committee meetings, including the coordination of pre-production, production and post-production work to produce high quality webcast recordings. With a working level knowledge of Microsoft Teams, video editing, and related specialty software and services, the Webcast Producer exercises sound judgment and has the ability to multi-task and prioritize work in a high-pressure situation.

The ideal candidate is an efficient, highly organized individual with an understanding of audio-visual software and hardware with the ability to apply this understanding to webcasting in a local government environment. The individual must also have superior interpersonal skills in dealing with the public, staff and elected officials.

In addition, the following essential qualifications are required:

- Completed Grade 12 education or equivalent;
- 1 year of experience in live webcasting;
- An equivalent combination of education and experience may be considered.

A detailed job description is available at [www.viewroyal.ca](http://www.viewroyal.ca).

Applicants should submit a detailed resume, including cover letter and references, which reflects their knowledge, skills and abilities relevant to the position, no later than **4:30p.m., November 11, 2021** to:

Human Resources  
Competition 2021-10  
Attn: Sarah Jones  
Town of View Royal  
45 View Royal Avenue  
Victoria, BC V9B 1A6  
Fax: 250-727-9551  
Email: [hr@viewroyal.ca](mailto:hr@viewroyal.ca)

Please note that only those applicants selected for an interview will be contacted.