

# The Corporation of the District of Oak Bay

## Job Description



<b>Job Title:</b>	<b>WEBCASTING/AUDIO-VISUAL EQUIPMENT OPERATOR</b>	<b>JEPE Number:</b>	#1126
<b>Department:</b>	Municipal Hall	<b>Pay Grade:</b>	5
<b>Area:</b>	Corporate Services	<b>Position Status:</b>	Auxiliary
<b>Location:</b>	Municipal Hall	<b>Position Type:</b>	Union
<b>Supervisor:</b>	Deputy Director of Corporate Services	<b>Last Updated:</b>	February 2022

### Job Purpose:

Reporting to the Deputy Director of Corporate Services, the Webcasting/Audio-Visual Equipment Operator sets up and operates audio-visual equipment related to live webcasting of Council and committee meetings.

### Duties and Responsibilities:

- Responsible for pre-production, production and post-production work for the live recording and webcasting of Council and committee meetings and all other aspects of the digital media function.
- Ensures audio-visual equipment (computers, monitors, microphones, cameras, system controller) in Council Chambers, or alternate location as required, is set up per directions and is operational prior to and during meetings.
- Performs system checks and software/hardware maintenance on system as required.
- Demonstrates use of equipment to other staff; maintains written procedures to guide the work.
- Operates the webcasting media system during meetings to produce high quality productions.
- Performs post-production editing and indexing of the video files and posts the files to the District's website.
- Trouble-shoots issues that arise during live webcasting of Council and committee meetings such as running software diagnostics, adjusting microphones, positioning monitors and adjusting software and malfunctioning equipment.
- Contacts external service providers and internal technical support staff to resolve software and hardware issues.
- Liaises with staff and provides training on electronic and in-person meeting participation.
- Liaises with Corporate Services staff to plan and implement meeting vision.
- Performs other related duties and responsibilities as assigned.

### Required Knowledge, Abilities & Skills:

- Ability to organize and prioritize work.
- Ability to multi-task.
- Sound judgement and decision-making skills.
- Strong understanding of audio-visual software and hardware.
- Understanding and application of webcasting techniques.
- Understanding of Council and various Committee meeting protocol and procedures.
- Understanding and application of techniques of digital indexing and archiving.
- Provision of technical guidance to other users and departments.
- Working level knowledge of current District word processing and related specialty software.
- Ability to maintain accurate records.
- Ability to establish and maintain effective working relationships.

<b>Qualifications:</b>
<ul style="list-style-type: none"> <li>• High School graduation supplemented with one year of recent experience in live webcasting, or an equivalent combination of education and experience.</li> </ul>
<b>Required Licenses, Certifications and Registrations</b>
<ul style="list-style-type: none"> <li>• No special licenses or certifications required.</li> </ul>