



## POSITION ANNOUNCEMENT

### **PART-TIME TELEVISION CAMERA OPERATOR**

The Village of Wilmette is seeking to fill the part-time Television Camera Operator position working in the Cable Department with Wilmette Community Television (WCTV–Channel 6). WCTV-6 is the Government Access Channel for the Village of Wilmette. The person in this position will work 4-5 meetings per month, a total of approximately 6-8 hours during the evenings; and some special meeting coverage taking place during the year on both weekdays and weekends, approximately 5-6 times per year.

#### **General Responsibilities:**

The person in this position will work under the general direction of the Cable TV Coordinator. The successful candidate will work with digital equipment and cameras and produce required shots by combining the use of complex technology with creative visual skills. Duties will include preparing and setting up equipment prior to broadcast which may include monitors, cameras and microphones, and finding solutions to technical or other practical broadcasting problems; taking sole responsibility of broadcasting as a one person operator; operating remote control camera equipment from a control room; and other responsibilities as assigned.

#### **Position Requirements:**

The successful candidate will have taken some college course in television production, and have at least 1 year of television production experience or an equivalent combination of training and experience will be considered. The successful candidate should be flexible but generally available to work Monday through Thursday between the hours of 5:00 pm to 10:00 pm, and some weekend hours. The candidate must be people-oriented with strong communication skills, have a working knowledge of the principles and practices related to television production and local origination program and the ability to work independently. The candidate must be familiar with technical components used in television production as well as have trouble shooting abilities. In addition, the candidate must possess a State of Illinois Driver's License.

#### **Compensation**

The part-time Television Camera Operator will receive a minimum of \$40 for each meeting. Meetings lasting longer than 3 hours will be compensated at a base rate of \$40 plus \$12.73 per hour for all time worked in excess of 3 hours.

#### **Selection Process:**

Interested candidates should complete an employment application which may be downloaded from the Village's website at [www.wilmette.com](http://www.wilmette.com) and submit it along with a cover letter and resume electronically to [HumanResources@wilmette.com](mailto:HumanResources@wilmette.com). Paper submissions will not be accepted.

Questions should be addressed to Karen Meersman, Cable TV Coordinator at [meersmank@wilmette.com](mailto:meersmank@wilmette.com) or (847) 853-9288. The position will remain open until filled.