



Media Operator & Communications Assistant (Part-Time)

City of Ripon – Communications Department / Ripon Channel

POSITION SUMMARY

The Media Operator and Communications Assistant will provide technical and operational support for the production and broadcast of municipal programming and community events on Ripon Channel, while also supporting the City of Ripon's broader communications initiatives. This position assists with live and recorded video production, post-production editing, digital media distribution, social media content creation, and updates to digital communication platforms. It is responsible for operating broadcast and recording equipment, coordinating with staff and presenters, and ensuring high-quality content across multiple channels. This role reports to both the Media Director, for technical production tasks, and the Communications Manager, for organizational initiatives, social media, and website management.

HOURS OF WORK

This position requires a flexible schedule to support live broadcasts, community events, and media production needs. The role is part-time, working up to 20 hours per week. Typical hours are primarily evenings, with occasional daytime weekday shifts and some weekend work based on programming and event schedules. The employee must be available to adjust hours as needed to ensure coverage of live and recorded municipal content and related communications activities.

DUTIES AND RESPONSIBILITIES

Media Production and Editing

- Assist with live and recorded broadcasts of government meetings, community events, and other programming.
- Operate and maintain audio, video, lighting, and related broadcast equipment for studio and remote productions.
- Perform post-production editing, including video, audio, and basic graphics, for broadcast and digital distribution.
- Maintain organized digital media files, archives, and equipment inventory.

Event and Meeting Support

- Provide technical support for live or recorded productions, including setup, monitoring, and troubleshooting.
- Assist with directing or coordinating technical elements during live broadcasts or events.
- Transport and operate equipment safely at off-site events.

Coordination and Professional Responsibilities

- Collaborate with City staff, presenters, and departments to develop media content highlighting City programs, services, and community events.

- Maintain records, documentation, and standard operating procedures for media production and digital content management.
- Provide coverage and operational support when the primary operator is unavailable.

Digital Content and Website Management

- Maintain and update media-related content on the City website and other digital communication platforms.
- Ensure digital content is accurate, accessible, user-friendly, and consistent with City communications standards.
- Support scheduling and publishing of content in coordination with the Media Director and City staff.

Social Media and Online Engagement

- Assist in creating, curating, and publishing content for City social media platforms.
- Maintain a professional and consistent digital presence across all platforms.
- Monitor digital platforms for content issues and escalate as appropriate.

EXAMPLES OF WORK

- Set up, operate, and monitor broadcast and recording equipment for live and recorded productions, including cameras, lighting, microphones, and related accessories.
- Capture, produce, and edit video and audio content for government meetings, community events, sporting events, and other programming.
- Perform post-production editing, including basic graphics, transitions, and audio adjustments, for broadcast and digital distribution.
- Provide technical support during productions, troubleshoot equipment issues, and assist with directing or coordinating technical elements during live broadcasts.
- Coordinate with announcers, presenters, production crew, and City staff to ensure smooth operations during recordings or live events.
- Transport, set up, and safely operate video and accessory equipment at various locations as needed.
- Support the creation, posting, and distribution of content for City social media and website platforms.
- Maintain organized digital media files, archives, and production documentation.
- Assist with maintaining Ripon Channel schedules and media-related information on the City website.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current technological developments and trends in media production and broadcasting.
- Ability to provide operational support for studio and remote site television production and post-production activities.
- Ability to test and evaluate audio/visual signal quality at the point of production, transmission, and reception.
- Familiarity with PC-based systems and common digital content and multimedia tools.
- Skill in the setup and operation of professional audio-visual broadcasting equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain organized records and digital media files.

- Ability to manage and contribute to social media content, including creating, curating, and distributing posts for digital communication platforms.
- Ability to work collaboratively with staff, volunteers, and community members.
- Ability to work a flexible schedule on a regular basis, including evenings and weekends.

EDUCATION AND EXPERIENCE

- High school diploma or GED required.
- Minimum two (2) years of experience in video production, broadcasting, media operations, digital media, website content, social media, or related communications work, or an equivalent combination of education and experience demonstrating the ability to perform the work.
- Experience creating, editing, or publishing content for online or public-facing platforms.
- Valid driver's license required.

WORKING CONDITIONS AND PHYSICAL EFFORT

- Work may involve standing for extended periods, climbing stairs, and occasional lifting or moving of objects up to 50 pounds, including cameras, lighting, and related equipment.
- Exposure to variable conditions including noise, weather, and crowded environments during events.
- Evening and weekend work required for meetings, broadcasts, and community events.
- Travel to off-site locations may be necessary.
- Access to a working automobile is required.

PAY RANGE

\$13.96 - \$16.05 per hour

The City of Ripon is dedicated to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status. We embrace a workplace culture that values diversity and ensures accessibility, striving to create an environment where every person can contribute and thrive.