



**Code: 0947**

Family: Public Relations and Creative Arts  
Service: Administrative  
Group: Clerical, Accounting, and General Office  
Series: Audio-Visual

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## **CLASS TITLE: STUDIO EQUIPMENT MANAGER**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class oversees the procurement, installation and maintenance of technical equipment used in the production of programs for the city's cable channel, and performs related duties as required

### **ESSENTIAL DUTIES**

- Maintains audio, video and computer studio equipment to ensure proper working order
- Prepares written specifications and budgets for the acquisition, maintenance and repair of technical equipment and systems used in the television studio and at field locations
- Plans and administers maintenance and replacement schedules for studio equipment
- Contacts and oversees the work of vendors responsible for providing maintenance and technical consulting services
- Maintains inventory of related equipment, materials and supplies and recommends the purchase of needed items
- Serves on evaluation committees for the selection of vendors used to install and maintain new and existing equipment and systems, as required
- Makes minor equipment repairs and adjustments, as required
- May monitor budget expenditures and prepare financial reports
- May assist in the production and monitoring of broadcasted programs for quality control purposes

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Television Production, Film/Video, Communications or a directly related field plus four years of work experience in the procurement, installation and maintenance of television studio equipment, or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- Television studio environment
- General office environment

### **EQUIPMENT**

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

- Television studio and related equipment (e.g., studio cameras, audio mixers, lighting consoles, teleprompter)

### **PHYSICAL REQUIREMENTS**

- None

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Moderate knowledge of:

- \*television studio operations and equipment
- \*video, audio and mixing equipment
- \*lighting equipment

Some knowledge of:

- principles, practices, and techniques of television production
- applicable computer software packages (e.g., Adobe Photoshop, Illustrator)

Knowledge of applicable City and department policies, procedures, rules, and regulations,

#### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- \*EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

#### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- RECOGNIZE SPACIAL ORIENTATION – Know one's location in relation to the environment or to know where other objects are in relation to one's self

#### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
  - **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
  - **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
January, 2013