

MICHIGAN SENATE

SECRETARY OF THE SENATE

POSITION POSTING

MEDIA SERVICES TECHNICIAN ASSISTANT

SUMMARY:

Under the direction of the Secretary of the Senate and supervised by the Media Services Manager the Media Services Technician Assistant works with all media related production services and activities utilized by the Michigan Senate. The Media Services Technician Assistant is responsible for the skillful transmission of Senate sessions and committee meetings through various broadcast mediums, the operation of television and audio production equipment. The Media Services Technician Assistant serves as a production and technical director of live Senate television broadcasts.

ESSENTIAL JOB FUNCTIONS

- Operates TV Studio Control room console and monitors transmission by remote control
- Operates audio/video production equipment for on air broadcast and instructional purposes
- Serves as a production and technical director of live Senate TV broadcasts
- Operates character generators to compose and recall graphic information
- Collaborates with other departments including SIS, LSB and General Services
- Attends meetings as appropriate and attends staff meetings
- Keeps manager informed, and resolves matters with Senate offices, reporting activities and problems to manager

SECONDARY DUTIES AND RESPONSIBILITIES

- Performs all other duties, as requested by the Secretary of the Senate

EDUCATION/EXPERIENCE:

- Broadcast experience in related field preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to maintain favorable public relations, while maintaining confidentiality, in a nonpartisan and professional manner
- Ability to represent the Secretary of the Senate in a professional, courteous manner
- General knowledge of the Constitution of the State of Michigan, legislative procedure, Senate Rules and Joint Rules of the Senate and House of Representatives
- Knowledge of television broadcast functions: operation of video switchers, audio mixing boards, CG graphics and remote camera control system.

- Knowledge of basic computer skills in word processing and databases
- Ability to work varied shifts and hours as assigned, including outside of prescribed work hours
- Ability to work within specified time constraints and prioritize work, with or without close supervision
- Ability to be flexible to adjust to changing job priorities as circumstances dictate
- Ability to lift 40 lbs., and to push heavily loaded carts and hand trucks
- Ability to understand and follow instructions, and work independently and as part of a group
- Ability to maintain confidential information
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Up to 25 hours per week; Tuesday, Wednesday, Thursday 8:30 AM to 5:00 PM; evenings and weekends as necessary

SALARY: \$15 Per Hour

GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

**Applications will be accepted until Wednesday October 21, 5:00 PM.
Interested applicants, please submit a cover letter and resume to:**

Secretary of the Senate Margaret O'Brien
517-373-2400
PO Box 30036
Lansing, MI 48909
Email: Sensecretary@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.