



KCAT PUBLIC MEDIA
LOS GATOS | MONTE SERENO | SILICON VALLEY

GOVERNMENT MEETING BROADCAST LEADS & CREW

Bringing government transparency to the community is a vital and rewarding role where your technical production skills will shine. Apply today.

Location: Los Gatos Civic Center, 10 East Main Street, Los Gatos, CA

Dates: Town Council Meetings: 1st & 3rd Tuesdays each month
Planning Commission Meetings: 2nd & 4th Wednesdays each month
Special meetings and study sessions - TBD each month

Hours: Minimum 2 - Maximum 10 hours per week or as assigned

Pay Rate: \$28 - \$32/hour depending on experience

Scope of Services

The position, under the supervision of the Technical Director, facilitates the live production, webcasting, and archiving of local government meetings as assigned.

Key Responsibilities

- Setup the control room prior to the meetings
- Create graphics for the meeting agenda items using ProPresenter
- Perform mic checks
- Direct and technical direct meeting coverage, switching between multiple cameras and other video sources when appropriate
- Set-up and breakdown of video equipment and meeting room facilities as needed
- Monitor and adjust audio levels
- Build and key lower third graphics throughout the meeting as appropriate
- Index live video for video-on-demand access online
- Control pan, tilt, zoom cameras to quickly and accurately capture presenters
- Occasional adjustments of camera iris, gain and white balance;
- Record and live stream meeting content, monitoring recording sources
- Update webcast recording schedule and attach meeting agendas to online video
- Adhere to strict meeting schedule as dictated by the government office
- Manage dub requests of meetings and other duties as assigned
- May be assigned night shifts

Desirable Skills and Abilities for additional job opportunities

- Comfortable in all technical aspects of video and studio production, lighting and sound engineering
- Able to perform the following crew positions in a studio setting: director, technical director, PTZ camera, audio engineer, and tech support
- Understanding of livestreaming and organizing videos on a YouTube channel
- Basic troubleshooting of broadcasting, video and podcasting equipment/workflow
- Convey a warm and professional public manner



Requirements and Qualifications

- Thorough knowledge of television production, broadcasting, and engineering
- Experience with Blackmagic switchers and Yamaha audio mixers is a plus
- Must be able to sit through 6+ hour meetings, often going late into the night
- Knowledge of proper English grammar and spelling
- Proficient in web navigation on a PC
- Ability to climb ladders and lift up to 50 pounds
- Possess sufficient eyesight and hearing to be able to operate a production switcher and monitor video and audio
- Possess manual dexterity and coordination required to operate small push buttons and switches associated with audio boards, cameras
- Strong written and verbal communication skills
- Two years of live television production experience or two years of video production training

To apply, please submit your resume and a cover letter explaining your interest in this role to alexander@kcat.org Thank you and we look forward to hearing from you!

About Us

Los Gatos Public Media, Inc./KCAT TV is a 501(c)(3) nonprofit organization providing public, educational and government television programming on Comcast channel 15 serving Los Gatos and Monte Sereno. KCAT's content is available 24/7 to everyone throughout the Bay Area and beyond at www.kcat.org/watch-tv.

Established in 1984, the KCAT TV studio is located on the Los Gatos High School campus. As the local public media center, KCAT serves as a connection for everyone to have a voice, share their views and produce original content through the magic of television and digital media. Programs and services include: broadcasting local government meetings; filming, podcasting, editing and video production services for individuals, organizations, businesses, and events; providing year-round multimedia camps and classes for youth; creating innovative media experiences for adults 55+; and access to media equipment, training and studio facilities.

Why work with KCAT PUBLIC MEDIA?

When you join KCAT TV15 & RADIO you will be welcomed by a creative team striving to inspire, educate, entertain and inform our viewers and listeners. We believe in approaching our work with professionalism, providing impactful media and technology training for people of all ages and rewarding opportunities and experiences for our staff. We know that all we accomplish is thanks to the talented people who commit their time and energy to moving the mission of KCAT forward. Los Gatos Public Media Inc. is an equal opportunity employer to all regardless of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity or national origin.