

SENIOR BROADCAST TECHNICIAN

Job Summary: The Senior Broadcast Technician supervises the work of the Broadcast Technicians by providing guidance and direction to ensure that all productions are of the highest possible quality. He/she is responsible for the leadership and day to day workflow of all Broadcast Technicians.

The Senior Broadcast Technician ensures that the radio and television broadcasts, productions and programming objectives are achieved as supervisor and operator. He/she is responsible for the proper operational functioning of all equipment and systems before, during and after all live broadcasts, recorded broadcasts or re-broadcasts in the precincts of the Parliament or on location. The Senior Broadcast Technician must have sound leadership skills.

Reports to: Production Coordinator

Supervises: Broadcast Technicians

Key Responsibilities:

- Effectively supervises the work of all Broadcast Technicians by providing guidance and direction to facilitate the proper functioning of all television and radio equipment systems and the attainment of objectives.
- Proficient at operating at any/all Broadcast Technician posts on television and radio broadcasts & productions, if necessary.
- Manages all records of equipment issued to CCD staff for internal and external assignments and the return of same.
- Provides technical reports based on equipment maintenance and test results.
- Provides first-line operational support, including on-the-spot diagnosis and rectification of minor faults of all AV equipment including cameras, recording devices etc., as and when necessary.
- Monitors all incoming and outgoing television and radio signals and makes corrections when necessary to ensure proper broadcast quality is always achieved.
- Is the first respondent to correct transmission errors on equipment and systems.
- Assists External Servicer Providers in trouble shooting, repairs and maintenance of all broadcast and transmission equipment and systems.
- Conducts and or supervises the process for the proper set-up of all television or radio equipment.
- Supervises and or maintains programming logs.
- Supervises the equipment audit function as part of facilities development or upgrade plans.
- Performs related duties as required and assigned.

Minimum Qualifications and Experience:

- Five (5) CXC or GCE "O" Level General Passes, inclusive of English Language
- At least two (2) years' study at the Associate Degree Level or Higher Diploma in Media, Broadcast Technology, Television and Radio Production or equivalent from a recognized, accredited institution
- At least seven (7) years' experience in all aspects of broadcast operations
- Or any combination of experience and training

- Experience in the supervision of Technical Operators and or Broadcast Technicians at a Production House, Television or Radio Station

Required Competencies:

- A solid knowledge of television production
- A solid knowledge of audio for productions
- A solid knowledge of lighting for television productions
- A solid knowledge of television and radio broadcasting
- Experienced as a Technical Director for television production, live broadcasts and outside broadcasts
- Knowledge of health and safety requirements related to working safely with electricity and hazardous substances
- Sound oral and written communication skills
- Sound critical listening and aural discrimination skills
- Strong supervisory skills
- Ability to lead and manage a small team
- Ability to read and interpret documentation and plans
- Ability to draw block diagrams of equipment and system setups
- Ability to run and patch cables neatly and safely

WEB COMMUNICATIONS OFFICER

Job Summary: The incumbent will assist the Manager, Corporate Communications in designing and implementing various communication strategies of the Office of the Parliament. He/she will also have primary responsibility for updating the Parliament's website, and play a key role on the Parliament's social media team.

Reports to: Manager, Corporate Communications

Supervises: None

Key Responsibilities:

- Works as an integral team member of the Corporate Communications Department to develop and execute communications, public education and social media strategies
- Liaises with the Corporate Communications Officers to research, prepare, and write key external communication messages for promoting and incorporating Parliament activities online
- Produces basic photographic and text content for online distribution
- Builds and maintains a database of key influencers who would assist in the promotion of Parliament services and initiatives to the general public
- Maintains and updates the Parliament's website, www.ttparliament.org
- Develops impactful communication strategies to serve media outlets, corporate partners, professional advisors, government ministries and the interested public
- Performs all other duties as assigned

Minimum Qualifications and Experiences:

- Bachelor's Degree in Journalism, Communication, Public Relations, Computer Science from an accredited college or university, or professional work experience in web design and communication combined with a university degree in a related field
- Experience working with communications technologies including Office software, web applications, design/illustration software and databases
- Experience with HTML, wiki mark-up, Photoshop or CSS is a major asset
- Experience in web development and design would be an asset
- Experience in building multi-media presentations for various audiences

Required Competencies:

- Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media
- Knowledge and experience in using marketing, communications, web and social media tools
- Intermediate research and compilation skills
- Very strong written and oral communications skills
- Intermediate skills as a problem solver who can apply rigorous logic and use creative methods to develop key communication messages for differing audiences
- Intermediate skill as a networker who can develop and build online communities, relationships with key influencers and others for the benefit of the organization
- Ability to write in a clear and concise manner suitable for both online and academia
- Ability to function effectively as a team player
- Ability to work long hours
- Demonstrated ability as a self-starter who takes the initiative to identify opportunities and to develop audience-specific communication messages

GRAPHIC DESIGNER / ANIMATOR

Job Summary: The incumbent will create and design graphics, billboards, newspaper ads, call cards, conference/event programmes, invites, banners, as well as design and layout magazines, newsletters, books, presentations, etc. and other content for the Parliament of Trinidad and Tobago.

Reports to: Production Coordinator

Supervises: None

Key Responsibilities:

- Designs graphics to be used in various media including the website/social media, television, print
- Creates special animated spots for the Parliament Channel
- Cultivates best practices for creating dynamic content
- Interprets the needs of a project and develops a concept to suit the purpose
- Develops design briefs by gathering information and data through research
- Uses innovation to redefine a design brief within the constraints of cost and time
- Presents finalised ideas and concepts to Production Coordinator
- Works with a wide range of media, including photography and computer-aided design (CAD)
- Demonstrates illustrative skills with rough sketches
- Works on layouts and art working pages ready for print
- Keeps abreast of emerging technologies in new media, particularly design programmes such as InDesign, QuarkXPress, FreeHand, Illustrator, Photoshop, 3ds Max, Acrobat,
- Develops interactive design
- Works as part of a team with printers, copywriters, photographers, animators, other designers, Production Coordinator, web developers and marketing specialists
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style and related aesthetic concepts
- Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies
- Performs other duties as assigned

Minimum Qualifications and Experience:

- Bachelor's Degree in Graphic Design with two (2) years' experience in a broadcast or marketing/advertising environment; or Associate Degree in Graphic Design with at least five (5) years' experience in a broadcast or marketing/advertising environment
- Two (2) or more years working with InDesign, QuarkXPress, FreeHand, Illustrator, Photoshop, 3ds Max, Acrobat, Director, Dreamweaver and Flash, After Effects or Apple Motion software
- OR any combination of relevant experience and training

Required Competencies:

- Considerable knowledge of Photoshop and Illustrator
- Considerable knowledge of Desktop Publishing Tools
- Considerable knowledge of typography
- Intermediate organising and time management skills
- Quick learner; able to adapt to changing formats
- Ability to work independently and collaboratively in a team environment
- Ability to juggle multiple projects
- Ability to work with strict deadlines
- Ability to design with limited creative assets
- Ability to work on both Mac and PC platforms
- Graphic Design and Animation Skills
- Attention to Detail
- Layout Skills
- Creativity

DIGITAL ARCHIVIST

Job Summary: Responsible for the management, preservation and archiving of the Parliament's comprehensive audio/visual collection. Responsible for designing digital archiving systems, analyzing production workflows and ensuring the safety of all such material.

Reports to: Production Coordinator

Supervises: Assistant Digital Archivists

Key Duties:

- Designs and implements a digitization programme for the preservation of and access to audio/visual material
- Prepares document description and reference aids for use of archives
- Manages archival materials and collections by processing of permanent and historical valuable materials to include accessioning, arranging, describing, preserving, classifying and referencing archival collections and material
- Manages electronic documents and files by creating and maintaining a database for fast and easy access, care and responsibility of the audio/visual collections
- Establishes and implements procedures for the acquisition, processing and preservation of archival materials including processing plans and finding aid structures
- Prepares descriptions and reference aids for the use of archival materials including inventories, finding aids, indexes, etc.
- Conserves and preserves audio/visual materials, films, video and sound recordings
- Keeps the archival materials up to date
- Requests or recommends pertinent materials available in libraries, private collections, other Parliaments or other archives
- Provides access to items in formats requested by users
- Appraises and edits records
- Performs related duties as required

Minimum Qualifications and Experience:

- A Bachelors' Degree in Computing, Information Systems, Library Science or equivalent field from an accredited college or university¹ and a minimum of three (3) years' experience in the archival field
- Experience in the use of various digital media, editing software and web-based technologies
- Knowledge of Library Science would be an asset

Required Competencies

- Knowledge of current archival standards and practices
- Working knowledge of computing applications for scanning and creating digital as well as physical archives
- Knowledge of digital imaging projects
- Knowledge of audio, video and data storage and media
- Knowledge of broadcast editing would be an asset
- Sound analytical, interpersonal and communication skills
- Intermediate supervisory skills
- Ability to take direction and follow through and meet deadlines
- Ability to work independently as well as collaboratively
- Ability to function as a team player

ASSISTANT DIGITAL ARCHIVIST

Job Summary: The incumbent will appraise, edit, and direct safekeeping of Parliament's permanent records and participate in research activities based on archival materials under the supervision of the Digital Archivist.

Reports to: Digital Archivist

Supervises: None

Key Responsibilities:

- Oversees the regular transfer of video/audio/print materials identified for permanent preservation from Parliament Departments to the Parliamentary Archives Unit
- Helps to manage the Parliament historical archives and maintain effective record management
- Retrieves items on request for both members of staff and the general public
- Assists the Digital Archivist with administration of Freedom of Information requests
- Acts as a point of contact in conjunction with the Digital Archivist for all internal inquiries concerning archival and records management issues
- Undertakes ad-hoc projects and other duties that may be required by the Digital Archivist

Minimum Qualifications and Experience:

- An Associate degree in computer technology or equivalent from an accredited institution
- Five (5) CXC General Passes or GCE "O" Level inclusive of English and Mathematics
- Knowledge of Library Science would be an asset
- Knowledge of broadcast editing would be an asset

Required Competencies:

- Knowledge of standard desktop software applications, digital imaging, digital editing and other relevant uses of information technologies required
- Sound written and oral communications skills
- Intermediate time management skills
- Basic organizational and analytical skills
- Ability to lift and shelve boxes weighing up to 40 pounds
- Ability to interpret and work with bibliographic information
- Ability to maintain confidentiality
- Ability to work with databases, migrate data from one database system to another
- Ability to work independently and collaboratively in a team environment
- Ability to pay attention to details

ADMINISTRATIVE SECRETARY

Job Summary: The incumbent, as part of a small pool of administrative professionals will provide general and specialized administrative work and secretarial support services to all of the Units of the Corporate Communications Department. This work requires some degree of independence, initiative and judgment but is subject to the Department's policies and is reviewed by the Senior Administrator.

Reports to: Senior Administrator

Supervises: None

Key responsibilities:

- Coordinates the provision of administrative and secretarial services required for the day to day operations of the Office
- Assists in the coordination of the Corporate Communication Department's Outreach activities
- Prepares memoranda and letters under the guidance of the Senior Administrator
- Takes dictation and transcribes these notes, producing documents in a finished form
- Attends to telephone and electronic enquiries
- Performs general filing and record-keeping duties
- Performs clerical duties and operates a computer utilizing word processing software
- Maintains the contact database for the Department
- Prepares agendas, minutes of meetings and a variety of complex reports
- Maintains the inventory for the Department
- Performs all other duties as assigned

Minimum Qualifications and Experience:

- Five (5) CXC or GCE "O" Level General Passes, inclusive of English and Mathematics
- Certification in an Administrative Professional's Programme
- Sound Knowledge of Microsoft Office
- A minimum of two (2) years' experience in complex secretarial and administrative work

Required Competencies:

- Intermediate oral and written communication skills
- Basic analytical and problem solving skills
- Ability to maintain a high level of confidentiality
- Ability to work well without close supervision
- Ability to follow through to completion of assigned tasks
- Ability to work effectively in teams