HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Multimedia Specialist

Job Code: U8740
Pay Grade: UE
Pay Scale: $60,641.26-$90,961.88 Annually
Exempt: Yes

OVERVIEW

Capture and produce high-quality photography and videography to support communication, recruitment, and community engagement efforts through creative visual content and official event coverage.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Capture professional portraits of staff and agency leadership.
- Photograph events such as press conferences, award ceremonies, graduations, and community outreach activities.
- Produce creative imagery for use in recruitment materials, social media, and internal communications.
- Operate a portable video camera (e.g., HD, 4K, DSLR) utilizing tripod and hand-held techniques to shoot footage that maintains proper framing and exposure.
- Edit television programs, videos, promotions, and public service announcements on a nonlinear editing system (e.g., Adobe Premier Pro, Adobe Creative Suite/After Effects).
- Archive and manage video and photo content using digital asset management systems.
- Assist producers with various pre-production tasks and perform the bulk of technical tasks related to media production and editing.
- Operate studio equipment, including studio cameras, audio mixers, lighting boards, character generators, and teleprompters.
- Record quality audio utilizing portable and camera-mounted microphones.
- Operate and maintain proper levels and calibration of cameras, audio and video recorders, and other production equipment.
- Assist with the setup, staging, and breakdown of photo and video shoots.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of television and video production techniques, equipment, and applications.
- Proficient in both photography and videography techniques, equipment, and applications.
- Knowledge of camera operation, lighting techniques, and post-production for both still and motion projects.
- Knowledge of basic audio and video editing and processing.
- Knowledge of web-based media applications and preparing content for social media.
- Knowledge of proper media archiving, file formats, and metadata management.
- Ability to demonstrate proficiency in video production.
- Ability to demonstrate proficiency in Adobe Photoshop/Illustrator/InDesign.
- Ability to demonstrate proficiency in Windows/Mac operating systems.

- Ability to create compelling content for various formats including web, broadcast, and social platforms.
- Ability to effectively communicate and collaborate with internal stakeholders.
- Ability to communicate effectively both orally and in writing.
- Ability to use a computer and related software.
- Ability to pay strong attention to detail.
- Strong attention to detail, creativity, and storytelling instincts.
- Ability to prioritize and manage multiple projects with competing deadlines.

SKILLS

- Adobe After Effects
- Adobe Lightroom
- Adobe Premiere Pro
- B Roll
- Communication
- Image Editing
- Adobe Illustrator
- Adobe Photoshop
- Audio Recorders
- Camera Operations
- Conducting Interviews
- Video Editing

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency, with frequent travel to events and shoot locations.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- Required to be on-call for urgent or after-hours photo/video assignments.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Seven years of work experience in photo and/or video production.

OR

- An associate’s degree from an accredited four-year degree granting college or university with a major in mass communications, digital video and media production, media production and film, or a related field.
- Five years of work experience in photo and/or video production.

OR

- A bachelor’s degree from an accredited four-year degree granting college or university with a major in mass communications, digital video and media production, media production and film, or a related field.
- Three years of work experience in photo and/or video production.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.