



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>ANIMATION &amp; DISPLAY ASSISTANT</b>	<b><u>SCHEDULE:</u></b>	<b>C</b>
<b><u>DIVISION:</u></b>	<b>CN CENTRE</b>	<b><u>PAYGRADE:</u></b>	<b>4</b>
<b><u>DEPARTMENT:</u></b>	<b>CIVIC FACILITIES &amp; EVENTS</b>		

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## **JOB SUMMARY:**

Working as part of the facility team, the incumbent is responsible for assisting the Coordinator – Animation, Audio & Display Services to deliver effective related services during events at CN Centre and other City facilities. Additionally, the incumbent assists in the development and delivery of programs, maintenance and training associated with the animation, audio and display equipment in CN Centre.

The incumbent is required to work outside of traditional business hours to ensure the fulfillment of client requirements. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under the general supervision of the Coordinator, Animation, Audio & Display Services:**

### **Assists in the delivery of effective, safe and creative audio/visual services by:**

- operating all display systems at the CN Centre;
- participating in the planning and implementation of Prince George Cougars games, special event audio/visual needs and related activities;
- developing, maintaining and nurturing positive, professional relationships with the Prince George Cougars, event promoters and user groups;
- participating in the coordination of audio/visual services during games and events;
- working part of the audio-visual team managing and delivering audio-visual services;
- designing, creating, and installing audio-visual marketing through internal video systems;
- assisting and/or coordinating camera positions and camera operators;
- responding to inquiries regarding audio/visual services; and
- maintaining and updating various usage reports.

### **Assists in the operation of the facility by:**

- working as part of divisional video display and presentation team in venue or event marketing;
- participating in the creation and/or delivery of in house marketing;
- coordinating client needs and activities in cooperation with building staff, the food and beverage department, Prince George Cougars staff, volunteers and various service providers;
- liaising with departmental staff, other City employees, clients, community interest groups, vendors and suppliers; and

- participating in hiring, training and supervising activities of required support staff and or volunteers.

### **QUALIFICATIONS:**

**Education:** Completion of Grade 12. Demonstrated course work towards a post-secondary diploma program in Digital Animation or related discipline.

**Experience:** A minimum of two years of related experience using Adobe, After Effects and Photoshop software programs. Familiarity with Illustrator is an asset. Preference will be given to candidates that have previous experience switching and running a live video broadcast.

**Knowledge & Skills:** Superior graphic, animation and creative skills required. Strong digital video production and editing capabilities. Demonstrated expertise in using Adobe, After Effects and Photoshop software programs, as well as Microsoft Office programs. Familiarity with PC and Mac for transferring files, formatting USBs and a working knowledge of non-linear video editing for cutting highlight packs. Some working knowledge of camera operations. Ability to determine user needs in regard to event audio/visual services, and to respond effectively and creatively to these needs. Demonstrated commitment to customer service excellence. Exceptional ability to self motivate and to function with minimum direction and supervision. Ability to act as an ambassador and represent the facility in a professional manner. Ability to work in a fast-paced, live show/broadcast environment. Ability to establish and maintain cooperative professional relationships with other City staff, clients, community groups, vendors and other service providers. Ability to work within, and contribute to, a proactive team environment. Superior problem solving and decision-making abilities. Excellent organizational, time management and project management skills. The ability to work to deadlines and handle a significant workload. Strong presentation skills. Excellent written and verbal communication skills. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:	No.
Vehicle Usage:	No.
Police Information Check:	No.
Baseline Hearing Test:	Yes.

Prepared by:	Rick Comeau
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