CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

VIDEO SPECIALIST I

(PART-TIME/NON-CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: **Community Services/Media Division**

SALARY: **$ 17.25/Hourly**

FILING DATE: **Open: Monday, August 24, 2026**
Closes: Until Filled
First Review of Applications-Week of September 1st

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

EMPLOYMENT APPLICATION:
https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

THE POSITION

The Media Team is seeking a creative Video Specialist I on a part-time basis to assist in developing short and long form video content, photography, and multimedia storytelling to engage the community in a government access television production and operations. Candidates should come equipped with strong interpersonal and communication skills ability to operate multiple camera feeds. You will also come eager to learn, have a strong work ethic with an agile mindset and excel in relationship building to consistently produce high-quality visual content across all broadcasting for the City.

This position will report to the Production Supervisor. The candidate should have flexibility to work hours outside normal business hours that include evenings, weekends, shifts.

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.

- Set-up an operation of professional field cameras including but limited to Sony PMW400, Sony PMW300;
- Post-production editing (i.e. Avid Media Composer 8.4 or higher)
- Set-up and operate teleprompter and recording devices;
- Set-up and operate audio mixing for studio and field environment;
- Set-up lighting for field and studio environment;
- Set-up live multi-camera productions;

- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from highs or GED equivalent; and,
- One (1) year of paid television production experience

Licenses, Certificate and/or Special Requirements

- Valid Class C California driver license with a safe driving records and the ability to maintain insurability in compliance with the City's policy or the ability to get from point to point for meetings and trainings.
- In accordance with California Government Code Section 3100, City of Hawthorne employees, in the event of disaster, are considered disaster workers and may be asked to protect the health, safety, and lives, and property of the people of the State.

For more information on the knowledge, skills and abilities along with physical demands, visit our Job Description on our City website.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application.** Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m**.** Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.
Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349- 2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

COMPENSATION AND BENEFITS

For eligibility and details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

Proudly Serving the Community for over 100 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

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