

**EMPLOYMENT ANNOUNCEMENT**

**TITLE:** MULTIMEDIA PRODUCTION PROGRAM SPECIALIST 1  
**STATUS:** CONTINGENT-PERMANENT  
**BUREAU:** INFORMATION TECHNOLOGY  
**LOCATION:** NYC  
**SALARY:** PEF SG18 (\$66,951 – \$85,138) \*

\*Base salary will include an additional \$4,000 per year in downstate adjustment location pay.

---

**MINIMUM QUALIFICATIONS:****Current NYS Employees:**

One year of permanent competitive or non-competitive service as an Audiovisual Production Specialist, Graphic Designer 1, Photographer 3, or Audiovisual Training and Production Specialist; or in a title designated appropriate for Section 70.1 transfer of the Civil Service Law. The transfer cannot be a second consecutive transfer resulting in advancement of more than two salary grades.

**NY HELPS:**

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS). For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

**Non-Competitive Minimum Qualifications:**

Six years of experience in producing multimedia communication projects using elements of audiovisual production, or graphic design for web, or graphic design for print; OR bachelor's degree in video and/or TV and/or film production, web interface design, graphic design, communications design, or a closely related field and two years of experience as listed above.

OR

Bachelor's degree in video and/or TV and/or film production, web interface design, graphic design, communications design, or a closely related field and two years of experience as listed above.

**PREFERRED QUALIFICATIONS:**

- High level of attention to detail, ability to multi-task
- Strong leadership skills
- Strong interpersonal skills
- Strong written and verbal skills
- Strong Facilitation skills
- Self-motivated, organized and independent
- Ability to set priorities

**JOB SUMMARY:**

This position will be a member of the Office of the Attorney General's (OAG) Multimedia team within the Performance and Portfolio Management Unit of the Information Technology Bureau, which will support the Attorney General's public engagements, handling all aspects of audio-visual production.

**DUTIES:**

- Plan, develop, coordinate, and produce a broad range of multimedia services intended to communicate and support an agency's programs and initiatives. These services may include setting up exhibits and displays, photographic services, copy editing, and production of audiovisual files (audiovisual recording and editing) for broadcast, preparing and use digital files in broadcast, CD/DVD/Blu-ray, webcasts, and/or satellite feed.
- Technical Assistance and On-Call Support for the Attorney General, providing comprehensive technical support for a wide array of needs.
- Coordinate press conferences, whether on-site or remote, across various locations throughout the state.
- Perform site assessment, setup, and ensuring all technical aspects are operational. This role necessitates frequent travel and flexibility in scheduling to accommodate the Attorney General's itinerary.
- Demonstrate expertise in Audio-Visual Technology, including comprehensive AV Equipment Management and proficiency in the operation and troubleshooting of a diverse array of audio-visual equipment, whether it is owned by the OAG or provided by external venues.
- Set up and manage speakers and surround sound systems, ensuring optimal audio quality for all events, including press conferences, public addresses, and internal meetings.
- Arrange and configure backdrops, projectors, and screens to create visually appealing and effective presentations.
- Interface with Venue Equipment and adapting to different systems and configurations to ensure seamless integration and functionality.
- Conduct thorough quality assurance checks to ensure high-quality audio and visual output for all events. Continuously monitor and adjust equipment during events to maintain excellence.
- Utilize professional filming equipment to record events, ensuring high production values. Perform still photography as needed, capturing key moments and maintaining a photographic record of events. Edit and distribute multimedia content to relevant stakeholders.
- Develop and manage live stream content for internal and external audiences.
- Exhibit exceptional problem-solving skills, particularly in high-pressure situations.
- Maintain excellent interpersonal skills to foster positive working relationships with executive staff, media personnel, and other stakeholders.
- Perform other duties as assigned.

**HOURS OF WORK:**

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations are dependent upon the needs of each bureau and will be communicated during interviews.

**HOW TO APPLY:**

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to [HR.Recruitment@ag.ny.gov](mailto:HR.Recruitment@ag.ny.gov). Be sure to include Vacancy #187407 and Title of the position in the subject heading of your email.

*Candidates from diverse backgrounds are encouraged to apply.*

*The OAG is an equal opportunity employer and is committed to workplace diversity.*

---

**Posted May 7, 2025**