

**EMPLOYMENT ANNOUNCEMENT**

**TITLE:** MULTIMEDIA PRODUCTION REPRESENTATIVE 3  
**STATUS:** PERMANENT NON-COMPETITIVE  
**BUREAU:** INFORMATION TECHNOLOGY  
**LOCATION:** LATHAM  
**SALARY:** PEF SG25 (\$96,336 – \$121,413)

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We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits, including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees, including **telecommuting** (up to two days per week) and alternative work schedules.

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**MINIMUM QUALIFICATIONS:**

Nine years of the experience as a news videographer, studio camera operator, art director, copywriter, graphic designer, video editor, producer, or web designer, with a national network, local network television affiliate, cable news, commercial media production facility, marketing communications agency or related operation. College study in a related field may be substituted for up to four years of experience with 30 credit hours equaling one year of experience.

**PREFERRED QUALIFICATIONS:**

- Experience managing media teams.
- Willingness to travel.
- Proficient with video/photo/audio editing and redaction software and other postproduction tools.
- Experience setting up visually impactful stage designs.
- Experience running high profile and sensitive press conferences and interviews which include live television streaming, television studio interviews, and running teleprompters.
- Proficiency in still camera photography.
- Comfort working with executive level staff and working under high pressure situations.
- Comfort working with a fluid schedule.
- Strong communication and customer service skills.

**JOB SUMMARY:**

Under the direction of a Deputy Chief Information Officer, SG-NS, the Multimedia Production Representative 3, SG-25, will support the Attorney General's public engagements, overseeing all aspects of audio-visual production Statewide.

**DUTIES:**

- Serve as the primary point of contact for the Attorney General at upstate New York press conferences, as well as oversee all press conferences statewide as the manager of the Media Team, providing comprehensive technical support for a wide array of needs. This includes, but is not limited to, ensure the

set up and management of audio-visual equipment, teleprompters, professional cameras, and ensuring seamless execution of press conferences.

- Serve as lead manager to coordinate and manage press conferences, whether on-site or remote, across various locations throughout the state. Overseeing the coordination of junior staff and assigning responsibilities as needed. Responsibilities also include site assessment, setup, and ensuring all technical aspects are operational.
- Comprehensive AV Equipment Management: Demonstrate advanced 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.
- Speakers and Sound Systems: Set up and manage speakers and surround sound systems, ensuring optimal audio quality for all events, including press conferences, public addresses, and internal meetings.
- Backdrop and Visual Display: Arrange and configure backdrops, projectors, and screens to create visually appealing and effective presentations. Adjust settings to accommodate different lighting and space requirements.
- Interfacing with Venue Equipment: Efficiently interface with and operate audio-visual equipment provided by various venues. Adapt to different systems and configurations to ensure seamless integration and functionality.
- System Calibration and Testing: Perform routine calibration and testing of AV systems to ensure they are in peak working condition. Troubleshoot and resolve any technical issues that arise promptly.
- Training and Documentation: Train media staff on the proper use and maintenance of audiovisual equipment. Develop and maintain comprehensive documentation and standard operating procedures for all AV-related tasks.
- Quality Assurance: 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.
- Vendor Coordination: Collaborate and manage external vendors and service providers to arrange for additional AV equipment or technical support as needed. Manage relationships to ensure timely and effective service delivery.
- Emergency Preparedness: Develop and implement contingency plans for technical failures or unexpected issues. Ensure backup equipment is available and staff are trained to handle emergencies.
- 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.
- Expertly operate teleprompters and conduct practice sessions with the Attorney General, ensuring she is well-prepared and confident in her presentations. Provide feedback and adjustments to enhance delivery.
- Develop and manage live stream content for internal and external audiences. Design and create multimedia presentations tailored to the needs of policyholders and stakeholders. Ensure high-quality production values and seamless streaming experiences.
- Provide leadership and oversight to the media staff, coordinating their activities and managing event logistics. Conduct performance evaluations, manage workloads using ServiceNow and ITIL, and ensure timely resolution of support tickets. Foster a collaborative and productive team environment.
- Exhibit exceptional problem-solving skills, particularly in high-pressure situations. Work effectively with executive staff to address and resolve technical issues promptly and efficiently. Develop and implement strategies for proactive issue prevention.
- Maintain excellent interpersonal skills to foster positive working relationships with executive staff, media personnel, and other stakeholders. Ensure clear communication and effective collaboration within the team. Act as a liaison between the Attorney General's office and external media contacts.
- Utilize ServiceNow and ITIL frameworks to manage the workload, ensuring timely triage, routing, assignment, and resolution of technical support tickets. Implement best practices for workflow management and continuous improvement.
- Oversee the planning and execution of media events, coordinating with various departments and external vendors to ensure all technical and logistical aspects are addressed. Develop detailed event plans and timelines to ensure smooth execution.
- 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. Travel and off hours required.

**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 #195064 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.*

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**Posted** August 7, 2025