



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
Audio Visual and Hearings Unit**

**CONTROL ROOM CAMERA OPERATOR
(Temporary Session Hire)**

Carson City or Las Vegas, Nevada

Salary up to \$67,296 (employee/employer paid retirement plan)

The Audio Visual and Hearings (AVH) Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Control Room Camera Operator within the Administrative Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The AVH Unit broadcasts and records the proceedings of the Nevada Legislature via an internal television network and provides access to the legislative process for the public through internet streaming and remote participation and performs various other services to support the LCB. This is a temporary, full-time position located in Carson City or Las Vegas, Nevada.

Position Description: Under the general supervision of the AVH Supervisor, the Control Room Camera Operator will perform various specialized duties, such as remote videoconferencing support, camera operations, fiber installation and repair and maintenance of communication systems. Responsibilities of the Control Room Camera Operator may include, without limitation:

- Providing live technical support for web-conferencing platforms to facilitate remote participation in Assembly and Senate proceedings and other meetings for legislators, legislative, staff and the public;
- Operating high-end audio-visual equipment to produce live coverage of Assembly and Senate proceedings and other meetings, including robotic cameras, digital audio mixers, text generators, archive software and video-conferencing equipment;
- Monitoring live feeds and adjusting camera angles to capture optimal shots during proceedings and meetings;
- Assisting with the setting up and breaking down of equipment before and after proceedings and meetings;
- Producing, editing and duplicating video content;
- Following established protocols for broadcast quality and compliance during live transmissions;
- Maintaining and troubleshooting camera equipment and providing limited diagnostics related to equipment malfunction to ensure smooth operation and minimal downtime; and
- Performing other duties as assigned.

Minimum Qualifications: The Control Room Camera Operator will be selected with special preference given to the candidate's training, experience and aptitude in the field of audio-visual technology. A qualified candidate must have: (1) a high school diploma/GED; and (2) at least 2 years of experience working with audio visual equipment and software; or (3) an equivalent combination of education and experience. Experience working with live production, broadcast journalism, and public sector/legislative bodies is preferred.

The ideal candidate will demonstrate:

- Proficiency in basic computer skills, including, without limitation, Windows 10, Office 365, search engines, internal calendar programs, general administrative functions;
- Technical aptitude and the ability to effectively troubleshoot audio, video and/or equipment issues with or without assistance;
- Experience with or ability to quickly learn video editing and video-conferencing software, as well as various audio-visual equipment;
- Excellent phone, email and verbal communication skills;
- Strong written and oral communication skills to effectively convey information and engage with diverse audiences;
- Self-motivation and initiative, consistently seeking opportunities for improvement and taking proactive steps to achieve personal and team goals; and
- The ability to adapt quickly to changing priorities, remaining flexible and effective in dynamic environments.

Salary: The annual salary for this position is based upon a Grade 27, which has a salary range of \$46,207 to \$67,296 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a fast-paced, demanding office environment and requires total customer satisfaction. Significant overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature, which may include on-call, after-hours, weekend and holiday work. When overtime is worked, the Control Room Camera Operator may earn compensatory time that can be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, Nevada 89701-4747

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 11/06/2024)