



GEORGIA SENATE PRESS OFFICE: Live Production Aide Job Description - 2027 Legislative Session

The Georgia Senate Press Office is looking for a **Live Production Aide** for the 2027 Legislative Session. This **temporary, full-time paid position** will run from the **end of December** to the **end of April**.

Responsibilities of the Senate Press Office Live Production Aide include:

- Assist the Live Production Engineer with livestreaming and archiving Senate Committee meetings using TriCaster production equipment, OBS as the primary stream encoder and Vimeo as the primary hosting platform.
- Troubleshoot livestreaming and production equipment, including PTZ cameras, microphones, recording equipment, and software, both in the control room and in active committee meeting spaces.
- Communicate with the Senate Press Office and IT staff to identify and resolve technical issues that require additional support.
- Test, monitor and maintain production equipment in Senate committee rooms to ensure functionality and readiness for broadcasts.
- Organize and maintain production equipment and supplies in the Senate Press Office studio.
- Organize and maintain video and photo files and backups across Vimeo, YouTube, Dropbox, and local network storage.
- Coordinate the display of presentations, videos and other visual aids during committee meetings in collaboration with administrative staff.
- Use Adobe Creative Suite to create customized splash screens, graphics, and overlays for Senate broadcasts and assist with photo editing as needed.
- Fulfill requests from Senators and staff for video clips, photographs and other digital media.
- Coordinate video production for press conferences from start to finish, including equipment setup, recording, editing, file management and delivery.
- Assist with the filming, editing, and production of videos for all 56 Senators and the Lieutenant Governor during the legislative session as needed.

Ideal candidates should have strong live production experience, an understanding of, or willingness, to learn livestreaming hardware and software, the ability to quickly troubleshoot technical issues and experience with basic video editing. Proficiency in Adobe Premiere Pro, Photoshop, Lightroom, and After Effects is strongly preferred, as is familiarity with Blackmagic Design equipment, OBS and Vizrt (NewTek) TriCaster workflows. Preference will be given to candidates who are recent graduates with degrees in Broadcast Journalism, Film/Video or a related field, as well as those who have equivalent professional experience. **Please send your resume and two (2) samples of your video work to SenatePressAdmin@legis.ga.gov.**

The Senate Press Office is the nonpartisan official press and media relations office for the Georgia Senate. This office does not produce campaign-related materials, write campaign speeches, or participate in other campaign-related or partisan activities beyond the scope of the day-to-day duties.

CONTACT:

Evan Bergwall, Director, Georgia Senate Press Office

SenatePressAdmin@legis.ga.gov