



MISSOURI SENATE

Communications Clerk

DEFINITION

This position serves multiple roles within the Missouri Senate, working within the Communications Department as well as the Secretary of Senate's office. During proceedings of Senate sessions, the candidate will be responsible for the oral reading of roll calls, bills, resolutions, amendments and other communication in the Senate Chamber.

This position will also assist in the recording, logging and editing of audio and video content for the Senate and its 34 elected senators. Candidate will assist in developing content on behalf of the Senate and individual senators to provide news and updates to the people of Missouri.

RESPONSIBILITIES

Read aloud all roll calls, bills, resolutions, amendments and other communications while the Senate is in session.

Operate the chamber microphone system – muting/unmuting senators' individual microphones as needed.

Manually record the votes of each senator during roll calls.

Note dates and actions on all amendments offered.

Set up and maintain audio streaming equipment in committee hearings and the Senate Chamber during session.

Set up and maintain video recordings of committee hearings and assist in the filming of the Chamber during session.

Set up and record audio and video podcasts for publishing through Senate media channels and for senators' use.

Edit podcasts, video clips and recap videos.

Other duties as assigned.

REQUIRED QUALIFICATIONS

High School Diploma.

Ability to read and speak clearly in a public forum.

Comfortable in high pressure, tight deadline situations.

Knowledge and experience in audio/video recording and editing.

PREFERRED QUALIFICATIONS

College Degree and/or 5 years of experience in journalism, multimedia production or a related field.

General knowledge of government function and operation.

REPORTS TO:

Director of Communications and Secretary of Senate

HOW TO APPLY

Submit cover letter, resume and application, along with a link to a demo reel of video, audio and/or public speaking work, to Senate Human Resources, 201 W. Capitol Avenue, Jefferson City, MO 65101 or to cwinthorst@senate.mo.gov.

Applications can be found at <https://www.senate.mo.gov/SenateApplication.pdf>

You can also apply at <https://mocreers.mo.gov/hiretrue/mo/senate/index.html>