

QCTV Position Description: *Production Assistant*

Position Title:	Production Assistant
Department:	Program Operations
Reports To:	Operations Manager
Status:	Part Time
	Non-Exempt
Salary Range:	\$11.04-\$13.58 Hourly (Revised 3/29/2018)

PRIMARY OBJECTIVES OF POSITION

Crews for van and studio shoots. Assists on field productions. Operates cameras, audio equipment, CGs, computers, lights, and other related video production equipment.

SUPERVISION RECEIVED

Works under the general and/or administrative supervision and direction of the Operations Manager.

DUTIES AND RESPONSIBILITIES

1. Crews for van and studio productions.
2. Operates cameras, audio mixer, CG, and robotic cameras.
3. Makes dubs of meetings and other programs.
4. May perform as on camera talent and/or voice-over work.
5. Other duties as assigned.

MINIMUM QUALIFICATIONS

Six months of experience operating video production equipment in a professional or educational environment or substantially equivalent experience. Must be able to communicate effectively in English.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of video production techniques.
2. Skill in operating video/audio production equipment including cameras, CG, microphones, and audio mixers.
3. Ability to follow directions.
4. Ability to communicate effectively.
5. Ability to establish and maintain effective working relationships with production director and co-workers.

TOOLS AND EQUIPMENT

Video production equipment including cameras, tripods, headsets, microphones, audio mixers, robotic camera controls, and recording devices. Studio and field lighting instruments and accessories and audio accessories such as wind screens.

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PHYSICAL DEMANDS

The position requires sitting, standing, walking, bending, stretching, crouching and crawling. May need to climb ladders on occasion. Manual dexterity and the ability to operate computers and video/audio production equipment in multi-camera environments are required. Vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Ability to hear and communicate on telephones and headsets is required. Must be able to occasionally lift 35 pounds.

WORK ENVIRONMENT

The work environment includes the interior of the video production van, office environments, school gymnasiums, and outdoor environments such as school football fields. Field production shoots may be indoors or outdoors and involve exposure to the elements including heat, cold, sun, rain, and snow. Noise levels vary in different environments as do temperatures.

SELECTION GUIDELINES

The duties listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties and responsibilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.