Concord Community TV Job Description
Duties and Responsibilities
Production and Training Assistant

Purpose: To produce programming for ConcordTV, and to assist staff with training youth and adults.

Organizational Position: Reports to the Executive Director and/or Station Manager.
Hours: Basic schedule of 15 to 20 hours week, (or more depending on needs of the organization).

Must:
1. be reliable;
2. maintain a professional appearance;
3. be available evenings or weekends depending on the production needs of the organization;
4. be flexible and have the ability to work irregular hours in various conditions; and,
5. be able to carry equipment up to 50 pounds.

Essential Duties:
1. Produce content for the station to be aired on the station's three channels and online platforms.
2. Work with volunteers and interns in the development, production, post production and deployment of programming.

Responsibilities:
1. Shoot and edit video as assigned and complete in a timely fashion.
2. Assist with studio shows as needed including, but not limited to:
    a. Audio operation
    b. Camera operation
    c. Graphics design and data input
    d. Directing
3. Assist staff in training the public in Camera operation; Editing; and other classes as assigned.
4. Assist staff with Youth Video Camps.

Communications and Reporting:
1. Meet with the Executive Director and Station Manager to:
    a. Evaluate project progress
    b. Review priorities
    c. Set goals and timelines
2. Prepare for, and participate, in regular staff meetings whenever possible.
3. Prepare monthly staff report for the Board of Directors' meetings.

Other Responsibilities:
1. Provide facility coverage and office support.
2. Make equipment reservations for producers.
3. Other duties as assigned by the Station Manager, and/or Executive Director.

Required Skills:
1. General technical troubleshooting.
2. Must demonstrate proficiency with:
   a. Camera operation (DSLR and camcorder);
   b. Non-linear editing software, Adobe Premiere preferred; and,
   c. Adobe Photoshop.
3. Must be comfortable using Apple products, including, but not limited to, iMac, Macbook Pro, Airplay, and iOS

How to Apply:
Please submit cover letter, resume, and salary requirements to:
doris@yourconcordtv.org .
No phone calls please.

Deadline: June 23, 2017