



Production Assistant
Position Description and Performance Expectations

Effective Date: January 7, 2010
Department: Production
Classification: Part-time (20-30 hours per week without benefits)
Responsible to: Chief Content Officer

The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. The bulleted items represent some, but not all, of the performance measures which may be used in evaluating performance. Job duties, work-week parameters, and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.

General Description:

This position is responsible for the weekly editing of promotional spots and billboards as related to the station's on-air programming, as well as assistance with studio and field production.

Essential Functions:

Works under the direction of the Chief Content Officer to:

- Edit promotional spots in an efficient and effective manner while adhering to established station guidelines.
- Construct program billboards promoting up-coming programming.
- Studio set-up and clean-up for live and taped productions
- Studio camera
- Field production for live and taped events

Accountabilities:

- Consistent and accurate completion of all assigned responsibilities.
- Attention to detail is essential. Proper imagery, spelling and punctuation vital.
- Timely and accurate communication with management regarding production matters.
- Consistent dependability in attendance and effective utilization of time.
- Maintain consistency with all production quality standards.
- Protect confidential information.

Competencies:

- Proficiency with analog and non-linear editing. Final Cut edit experience a plus.
- Must have familiarity with TV studio operations.
- Ability to work independently, completing tasks efficiently and effectively when assigned without supervision.
- Ability to work constantly under pressure of deadlines.
- Must be sighted and have good hearing.
- Must have a valid California driver's license

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