

BASIC INFORMATION

POSITION TITLE: CLOSED CAPTION AUTHOR, MEDIA ASSET TECHNICIAN,
STUDIO PRODUCTION ASSISTANT – TV
DIVISION: TELEVISION
DEPARTMENT: TELEVISION
SUPERVISOR'S TITLE: TELEVISION PRODUCTION MANAGER

NON-EXEMPT

II. PURPOSE OF POSITION

To assist in completing locally originated programming for television by creating closed captions for material to be broadcast, oversee the program caption encoding process, be responsible for the processes that “publish” local programming to the WKNO-TV website, and to PBS Cove. In addition, serve as a Production Assistant performing duties in both the studios and on field shoots.

III. BASIC DUTIES/RESPONSIBILITIES

Create the closed caption files required for each local program produced by WKNO-TV for broadcast. Working with the WKNO Operations staff to oversee the closed caption encoding process and verify and confirm the presence of proper captions on all locally produced WKNO programs.

Transcode productions into required file types, create required meta-data, and up-load the program files and meta-data to required locations for publishing on WKNO-TV website and PBS Cove.

Assist in creative execution of all video and audio elements involved in studio and remote TV productions (including staging, lighting, camera, audio, editing including:

- Operate camera for studio and field productions
- Set and strike sets and prepare the studio for productions
- Light studio shoots
- Organize set and prop storage

Communicate effectively with and coordinate efforts of production and technical crews. Work cooperatively with others to further the mission and goals of the organization.

Manage, coordinate, and assure **completion** of non-broadcast production projects. Assure compliance with any terms or conditions imposed by contract or grant.

Other job-related functions as assigned by the Production Manager.

IV. MINIMUM JOB SPECIFICATIONS

- College degree required: Communications or related field preferred. 3 years’ experience in Television production.
- Computer skills with “Windows” based systems necessary. Experience in Microsoft Word and Microsoft Excel required.

- Additional job requirements
 - Experience operating studio cameras in a live production environment
 - Studio and field lighting experience
 - Knowledge of post-production television workflow
 - Thorough knowledge of the English language: vocabulary, grammar, and usage
 - Knowledge of computers, word processing, digital file transfer
 - Ability to take direction and follow through quickly
 - Ability to make quick, correct decisions under pressure
 - Ability to manage competing demands to deliver a quality product on deadline
 - Ability to lift 50 lbs.
- Some travel may be required and flexibility to work at any time and for long hours is mandatory.

APPLY IN WRITING (below) or email to dsmith@wkno.org:

Executive Assistant
7151 Cherry Farms Road
Cordova, TN 38106

APPLICATION DEADLINE: Open until filled - WKNO reserves the right to reject any and/or all applications for this position. (EOE)