



WTHI-TV/MyFox10.10 HAS THE FOLLOWING JOB OPPORTUNITY

Job Title: Part-Time Production Services
Location: WTHI-TV - Terre Haute, Indiana
Department: Operations

WTHI-TV is seeking a person to work with a team of people to assist in the behind the scenes production of the News casts.

JOB SUMMARY: Operate various equipment (audio, visual, graphics, lighting, digital) used for media production and/or transmission.

Principal Duties & Responsibilities:

- Collaborate with the director and studio staff to coordinate the action in the studio.
- Collaborate with set designers to determine the needs of the production.
- Builds and decorates the set and/or provides props used for production.
- Assist in the installation, operation and maintenance of sound recording equipment.
- Operate studio graphic systems during broadcast/production.
- Provide audio production-related support as needed, and may work with outside production facilities.
- Assist in digital media productions, liaising with appropriate departments.
- May convert analog recordings, film, or printed materials to digital format.
- Maintains and stores equipment, records and tapes.

Specialized Knowledge/Skills/Abilities:

- Must be able to interact well with video journalists, anchors, videographers, news managers, production and engineering staff.
- Detail oriented.
- Excellent communication and organization skills.
- Familiarity with processes and procedures of a television production department.

Education/Experience: High School Diploma. Experience in television, film, or post production preferred but not required.

Training/Equipment: N/A

Work Environment/Physical Requirements: High stress environment with deadline pressures. Some travel may be required on an occasional basis.

NOTE: This job description contains the basic requirements for the position and is NOT intended to be a complete list of responsibilities; other duties may be assigned.

***** EOE/MINORITIES/FEMALES/VETERANS/DISABLED *****

Send Resume to: Leslie May
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(No Phone Calls Please)

About Heartland Media:

Heartland Media offers strong benefits including health, vision, dental and life insurance for full time employees and a 401(k) contribution plan for eligible employees.

