

**MID MICHIGAN AREA CABLE COMMUNICATION CONSORTIUM
(MMACCC)**

VIDEO PRODUCTION ASSISTANT

Position Summary

Part time / Hourly

Under the direct supervision of the Operations & Administration Director of the Mid-Michigan Area Cable Communication Consortium, this part-time hourly position performs a number of activities related primarily to the training, support and assistance of volunteer MAC TV Network public access producers through the three-county Consortium area. The Video Production Assistant exercises limited independent judgment and decision making authority in carrying out a variety of related assignments and assumes responsibility for care and maintenance of Consortium equipment and facilities while conducting any program and service relating to volunteers.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Assists with all levels of MAC TV Network production as needed to assist and guide volunteers in the creation of audio/video programming including, scripting, shootings, editing and scheduling productions as assigned; may assist in training volunteer producers in any one of the several aspects of public access production; maintains training records and produces reports and reviews as assigned.
- Performs equipment troubleshooting and technician duties as required to insure equipment and facilities are operational at the best possible level; may assume responsibility for upkeep, maintenance and distribution of all consortium owned audio, video and computer equipment to volunteer producers; maintains equipment and repair logs and assists in gathering data and specifications as assigned related to equipment replacement and purchasing.
- Produces programming to both promote the local member communities as well as MAC TV Network.
- Performs related work as required.
- Assists with operations at locations in St. Louis, Clare and Mount Pleasant

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Training above the high school level in the field of broadcast and cinematic arts required. Enrollment in bachelor or associate degree program preferred. One year experience in video, audio or television production required. Familiarity with public, educational or governmental access desirable.
- Must possess demonstrated knowledge of multiple format video production technologies including multi-camera television production; including in-studio switching and editing configurations.
- Must possess a demonstrated ability to operate and instruct in all aspects of digital video production and be able to direct multi-camera remote productions.
- Ability to read and comprehend instructions, correspondence and memos and write correspondence and memos independently required.
- Must possess ability to organize thoughts, priorities, tasks and records to efficiently serve volunteers, community members and the Consortium partners and staff.
- Must show a proven record of cheerful customer oriented communication skills and ability to work comfortably and effectively with diverse members of the community volunteer force and colleagues. Sense of humor valuable.
- Must possess a high level of professional and personal integrity and be committed to the concept of public service.
- Must be available for flexible hours including some evenings and weekends.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear, use hands to feel; sit and reach with hands and arms on a regular basis; regularly stoop, and crouch; push, pull and or carry video cameras, cases, tripods, cables weighing upwards to 20 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Wages & Hours

Position is Part Time and schedule will range from 20-35 hours per week.

Pay range is \$9-13 per hour based on experience and qualifications.

Any interested parties should fill out online application at mactvnetwork.org/jobs and submit a Cover Letter and Resume or e-mail them to careyhammel@gmail.com.

Please include a demo reel or link to online example of video production if available.