

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

PUBLIC TELEVISION 19, INC.

JOB DESCRIPTION

JOB TITLE: Media Production Fellow
REPORTS TO: Film Fellowship Program Manager
FLSA CLASSIFICATION: Hourly/Non-Exempt (Full-Time, Temporary)

JOB SUMMARY:

The Filmmaking Fellow will take part in a one-year, full-time program that introduces early-career filmmakers to interdisciplinary best practices in media production, including technical, creative, and strategic aspects of the field. In addition to participating in monthly workshops and completing a capstone project, the Fellow will participate in monthly workshops, shadow/support members of the production team in-studio, during remote productions, and in underwriting and project awareness efforts and have the opportunity to attend a nation PBS conference for networking and skill-building. This role offers hands-on experience across various stages of the production process and includes opportunities for professional development and networking within the broader PBS station system.

JOB FUNCTIONS:

- Plan, produce, and complete a 26:46 capstone film project over the course of the fellowship, exploring a significant aspect of Kansas City's history, a current issue, or a notable achievement by community members.
- Shadow and assist members of the production team in various capacities during In-studio productions and remote productions.
- Support the creation of basic underwriting and awareness spots, including scripting, shooting, and editing short-form content.
- Apply PBS Editorial Standards and Practices as well as PBS Digital Studios Production Guidebook to comply with FCC guidelines and best practices.

WHAT YOU WILL GAIN:

- Access to structured learning sessions led by experienced professionals.
- Knowledge of lighting techniques for studio and field production.
- Editing best practices using industry-standard software.
- Understanding of marketing strategies for film and digital content.
- Understanding of digital distribution methods and audience engagement strategies for project promotion.

REQUIRED SKILLS/ABILITIES:

- Strong interest in visual storytelling and documentary filmmaking.
- Willingness to explore diverse perspectives and community voices.
- Strong interpersonal skills and ability to work in a team setting.
- Comfort receiving and incorporating feedback from mentors and peers.
- Dependability, time management, and attention to detail.
- Ability to work outside of normal business hours, flexing time to meet deadlines and attend station events as needed.
- Ability to lift at least 30 lbs.

EDUCATION and EXPERIENCE REQUIRED (an equivalent amount of training, education and experience will be considered):

- Basic Familiarity with video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve).
- Basic familiarity of audio recording and mixing fundamentals.
- Understanding of media files management, organizing footage, and maintaining project workflows.
- Familiarity with remote production techniques (e.g., virtual interviews, mobile shooting setups).
- Currently enrolled in or recently graduated from a college, university, or technical program in film, media production, communications, journalism, or a related field or equivalent field experience in film or video production.
- Experience working on collaborative creative projects or in production environments (e.g., school media teams, internships, freelance work).
- Experience operating cameras, editing video, or assisting on film sets (academic, personal, or professional projects) preferred.