



JOB OPENING NOTIFICATION

POSITION: PART-TIME PRODUCTION ASSISTANT

ISSUED: March 18, 2025

CLOSE: Until filled

The Oklahoma Educational Television Authority announces the opening of the part-time position titled **Part-Time Production Assistant** located in Oklahoma City. The most qualified candidate(s) will be contacted for an interview.

Reporting to the Production Manager, this position requires an individual with multiple skills for a variety of functions in the production department.

RESPONSIBILITIES

- OETA is looking for a motivated individual to work in a dynamic and diverse television production environment. Responsibilities will include editing, camera operation, lighting, set construction, audio mixing, on-air graphics play-out, studio operations, and media & web content management.

QUALIFICATIONS

- A minimum of two years educational background emphasizing television production
- Two or more years of practical job experience can substitute for educational requirements.
- Hands-on skills in editing, Avid, Adobe Premier, Photoshop
- Experience with studio and field camera operation
- Familiarity with live audio mixing
- Experience in lighting and set construction
- Trouble shooting skills a plus
- Teamwork mindset/work well with others
- Able to lift up to 50 pounds and climb ladders
- Have a valid Oklahoma driver's license

COMPENSATION

Hourly pay of \$18 with up to 20 hours per week

HOW TO APPLY: Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501. Applications can be submitted online at www.oeta.tv or in person at 7403 N Kelley Avenue, Oklahoma City. Please provide professional references.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.