

POSITION GUIDE

Job Location:

WMHT-TV
4 Global View
Troy NY 12180

POSITION:

Title: Production Assistant
Department: Content and Engagement
Type: Full Time, Non-Exempt
Reports To: Content & Engagement Manager

BROAD FUNCTION:

WMHT Public Media, located in New York State's Capital Region, serving Eastern New York and Western New England, is the only locally owned, nonprofit, multichannel public communications organization that reaches beyond the traditional broadcasting model to act as a leader by convening arts, culture, learning and civic interests. WMHT focuses on Community, Culture and Connections by providing entertainment, enrichment and engagement through television, radio, digital media, and educational services. WMHT Public Media is proud to be recognized as one of the Capital Region's *Top Workplaces* by the Times Union.

At WMHT, we create trusted, unbiased, multi-platform media that meets our audiences where they are and delivers high-quality content that reflects the diversity of our region. We strive to create a workplace culture that values diversity of perspective and lived experience. WMHT provides a place where people are supported to do their best work.

WMHT seeks a Production Assistant that will support broadcast and digital efforts primarily through WMHT's landmark weekly program, *AHA! A House for Arts* which explores the human experience through artistic expression. The Production Assistant will work closely with the Senior Producer & Host of AHA! editing segments across platforms, including broadcast, social media and on YouTube.

Additionally, the Production Assistant will work with WMHT's Production Manager supporting productions on shoots, in the studio, in the field and editing for a variety of projects.

Media makers at WMHT have critical thinking skills. They are creative problem solvers and self-starters who are an active part of the production team at WMHT. Producers work collaboratively at WMHT. They participate in editorial meetings, share challenges, and find solutions. The Production Assistant will bring an enthusiasm and curiosity to their work and an understanding of editing through Adobe Premiere Pro. The nature of our industry is evolving. We expect the Production Assistant to bring a self-motivated drive as we learn and grow together.

The successful candidate will have a passion for service to the community through their work and a hunger to develop all the skills necessary to create content at the highest level.

SPECIFIC OPERATIONAL RESPONSIBILITIES:

AHA! A House for Arts (50%):

- Utilize Adobe Premiere Pro to edit segments and episodes for distribution across platforms, including broadcast
- Support studio production in a variety of roles

- Support field production as needed

General Production (50%):

- Work with Production Manager to support content creation in the studio and in the field with editing as needed

GENERAL RESPONSIBILITIES:

- Maintains working knowledge of tools and equipment specific to job responsibilities; attends training sessions as assigned
- Works collaboratively to achieve the highest quality finished product
- Adheres to editorial standards set by the company
- Carries out related duties as assigned

REQUIREMENTS:

- Bachelor's degree in communications, media or related field, or equivalent training in production
- Commitment to the mission and goals of public broadcasting
- Strong commitment to excellence in the finished product; ability to work successfully either independently or as a team member
- Ability to lift and carry equipment up to 25 lbs., carry out frequent reaching, stretching, twisting and bending. Standing for up to two hours at one time and sitting for extended periods
- Demonstrated technical skill in professional field
- Ability to maintain a flexible schedule
- Strong communication and interpersonal skills
- Ability to work cooperatively with people at all levels in the organization and clients, to work under pressure of deadlines
- A valid New York State driver's license and good driving record is required for all WMHT positions
- Demonstrated knowledge of Adobe Creative Cloud Suite of tools (Premiere, Photoshop, After Effects, Audition), Microsoft Office.

The yearly salary range is \$35,000 - \$42,500

To apply, please email a cover letter and resume with a links to writing and media samples to vbelden@wmht.org or mail to:

**Valerie Belden
WMHT
4 Global View
Troy, NY 12180**

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.