

Job Title:	Production Assistant
Department:	Production
Employment Status:	Full-Time
FLSA:	Non-Exempt
Reports To:	Director of Production Services
Management Position:	No

The Organization:

WMHT Educational Telecommunications is a multichannel public communications organization that goes beyond the traditional broadcasting model to lead by convening arts, culture, learning, and civic interests. Located in New York's Capital Region, WMHT serves diverse communities from the Mid-Hudson Valley to the Berkshires, including portions of Vermont and Connecticut, reaching more than 1 million people. WMHT provides entertainment, enrichment, and engagement through television, radio, digital media, and educational services, including WMHT-DT (17.1), WMHT-Create (17.2), WMHT-World (17.3), WMHT-PBS Kids (17.4), and WMHT FM 89.1, WRHV 88.7, EXIT 97.7, and 106.1 WEXT (AAA public radio). WMHT also operates RISE, a radio reading service for the blind and print disabled.

WMHT services are focused on three key areas of community need: Civic and Public Affairs, Arts and Culture, and Children and Education.

WMHT Public Media is proud to be recognized as one of the Capital Region's Top Workplaces by the Times Union.

Position Summary:

WMHT seeks a Production Assistant who will support broadcast and digital efforts primarily through the production services team. The Production Assistant will work closely with the Director of Production Services to help support production on shoots, in the studio, in the field and editing for a variety of client and internal projects with Adobe Premiere. The production assistant will also be expected to maintain and organize production gear.

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. Content creators work collaboratively at WMHT. They participate in editorial meetings, share challenges, and find solutions. The Production Assistant will bring enthusiasm and curiosity to their work. 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.

Essential Job Functions:

- Client Production:
 - Utilizes Adobe Premiere Pro to edit a variety of deliverables for distribution across platforms, including broadcast.
 - Supports productions in a variety of roles (prompter, lighting, audio, camera, etc.).
- General Production: Works with the production manager to support content creation in the studio and in the field with editing as needed.
- Maintains working knowledge of tools and equipment specific to job responsibilities; attend 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.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Strong commitment to excellence in the finished product; ability to work successfully either independently or as a team member
- Ability to maintain a flexible schedule including nights and weekends as needed.

- 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 driver's license required for all WMHT positions
- Demonstrated knowledge of Adobe Creative Cloud Suite of tools (Premiere, Photoshop, After Effects, Audition), Microsoft Office.

Education & Experience:

- Bachelor's degree in communications or 4 years of experience in media or a related field, or equivalent production training, such as stage/theater, film, or technology.

Physical Demands:

- 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 a time and sitting for extended periods.
- Local and Regional travel required. Up to 50%.
- This role is in an in-office position

Equal Opportunity Employer:

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 based on 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.

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

Human Resources at WMHT
 4 Global View
 Troy, NY 12180

Pay	\$40,000 - \$45,000
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