



The Virgin Islands Public Television System

Technical Assistant I

Reports to Production Supervisor

Classified/ Non-Exempt

JOB SUMMARY

The Technical Assistant I is responsible for assisting in the setup of sets, studio props, production equipment, operating cameras, and gripping.

DUTIES AND RESPONSIBILITIES

- Set up and operate production equipment;
- Set up and take down studio sets and equipment;
- Operate all production equipment to include: cameras, switchers, audio boards, microphones and accessories during and in preparation for remote and in studio productions; and
- Performs all other related duties within scope as assigned.

QUALIFICATIONS:

- High School diploma or equivalent;
- One (1) year experience in operating studio and field audio/visual equipment; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the job.

Other Requirements

- Excellent oral, written, and interpersonal communication skills;
- Excellent organizational skills;
- Basic understanding of computer applications;
- Ability to assess equipment and learn new equipment as needed;
- Ability to work well in a team environment and adapt to changing situations;
- Ability to load and off load production equipment and lift set furniture with other crew members;
- Ability to lift 30 pounds;
- Ability to shoot handheld cameras during productions for 30 minutes;
- Ability to climb and descend from ladders and scaffolds;
- Ability to stand for 2-3 hours during productions;
- Ability to work long hours, nights and weekends as needed; and
- Ability to work flexible hours and outdoors as needed.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Interpersonal skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations and demonstrates group presentation skills.
- Written communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.

Scope of Supervision:

40% to 60% of work is supervised by producer, production supervisor or crew chief as it relates to erection and striking of productions.

15% - 25% of work is supervised on field productions by the producer, production supervisor or crew chief.

100% of work is supervised for in studio production by the producer, director, production supervisor or crew chief.

Supervisory Responsibilities: None

Equipment To Be Used:

Panasonic, JVC, Hitachi, and Sony Studio and ENG cameras, camcorders, remote control cameras, tripods, digital audio boards, such as the Behringer X32, Ross switchers and Atem switchers, flypacks, lavaliers, booms, stick mics, wireless audio equipment, Jib crane and dollies, field light kits, studio lights, light modifiers, reflectors, flags and scrims, computer, phone, fax machine, AJA KiPro drives, teleprompters, camera control units, power tools, DVD duplicator, and any other production equipment not listed.

Software: Adobe Premiere Pro, Adobe Audition, Adobe After Effects, Adobe Photoshop, Microsoft Office

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.