

LTTV Production Assistant

Twelve-month, part-time, classified position responsible for setting up, supervising, crewing and producing video productions (single camera, field, truck, and studio), editing productions, or other related tasks. Employee must demonstrate knowledge of video production and post-production.

Position hours: Monday – Sunday: mornings, afternoons, and evenings (based on production schedule)

- Wage: \$17.00
- Apply online: Classified/Non-Contractual page at www.lths.net/employment

In order to be considered for an interview, all candidates must have the following documents on file in Human Resources:

- a completed on-line application;
- a cover letter;
- a resume (with a list of references)

DUTIES AND RESPONSIBILITIES (including, but not limited to):

Truck Production Tasks

- Set up, supervise, engineer, and break down truck productions
- Engineer truck production (filter, iris, white balance, timing, audio levels and troubleshooting)
- Work crew positions when necessary (Director, TD, Audio, Graphics, Camera, Utility)
- Must be able to set up production truck (all physical tasks associated with truck shoot)
- NewTek Tricaster and/or Blackmagic Design proficiency is a plus but not required

Field Production Tasks

- Independently set up a single camera shoot (tripod, power supply, lighting, audio) and engineer for said shoot (filter, iris, white balance, audio levels)
- Cover events with a single camera, shoot b-roll and log footage, set up field lighting
- Use multiple audio sources with a single camera

Studio Tasks

- Supervise and engineer studio productions, work crew positions when necessary

Editing Tasks

- Proficient in Adobe Premiere, DaVinci Resolve, or Final Cut X

General Tasks

- Inventorying, maintenance, and clean up of equipment, truck, and facilities
- Assistance on productions or projects in studio, with truck, or in the field

STAFF EXPECTATIONS

Physical capabilities: LTTV Personnel must be able to carry out all of the physical tasks associated with video production. This includes lifting camera equipment, lighting equipment, sound equipment, and other production supplies (up to 50 lbs. individually). This also includes the ability to climb up a ladder and make adjustments to lighting fixtures on the studio grid, rigging fixtures or lights on stands while on location, pulling camera cables during truck shoots, and setting up equipment and supplies on location.

Flexibility: LTTV personnel must be willing to work a flexible schedule to meet the production needs of LTTV. This may include early morning shoots or evening shoots, and occasionally both. This also includes an open-minded attitude toward trying new ideas and adapting techniques for productions.

Multitasking: LTTV personnel need to be capable of multitasking. This includes operating an editing system while making conversions or duplications, or working on graphics while logging footage. This also includes listening to music or screening a video while doing something else. Finally, multitasking also means the ability to stay focused on the job while other people are working on different projects in the vicinity.

Positive Attitude: LTTV personnel must have a positive attitude in the office, in the studio, and on field and truck shoots. The attitude should reflect the goals of establishing a positive and nurturing environment according to the philosophy of Lyons Township High School. Personnel should display a positive attitude with all students (in class and in the club) and model positive behavior and communication.

Communication: Equally important as attitude, all LTTV personnel are expected to communicate in an appropriate and respectful fashion. Communication with supervisor, fellow staff, LTHS faculty and administration, students, parents, and people in the community should reflect the standards of Lyons Township High School. Communication includes the tone of voice as well as the actual words being spoken.

Respect: LTTV personnel must conduct themselves in a respectful manner. They must display respect for LTHS administrators, faculty, coworkers, students, parents, and community members. This manner ties in directly with their attitude and communication.

*LTHS District 204 is an equal opportunity employer and does not discriminate on the basis of any status protected by law. The Equal Employment Opportunity and Minority Recruitment Policy may be found in Board Policy 5:10, located on the [**D204 BOARD OF EDUCATION POLICY PAGE**](#).*