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## **FIELD PRODUCER JOB DESCRIPTION**

*Working under the direction of the Production Manager and Assistant Production Manager, the Field Producer is responsible for the video coverage of field assignments as well as some field support, in-studio support, and post production work. Included within these responsibilities is the ability to independently organize, transport, and operate the equipment needed for each assignment.*

**Reports to:** LCATV Production Manager, LCATV Assistant Production Manager, LCATV Executive Director

**Classification:** Hourly, Part-time, Non-Benefited

### **Job functions:**

#### **1) FIELD PRODUCTION**

- *Attend and capture regularly scheduled production assignments, including meetings.*
- *Attend and capture special production assignments as available.*
- *Assess and allocate the equipment needed for each production assignment.*
- *Maintain general knowledge of videography aesthetics and audio recording.*
- *Possess ability to manually operate all LCATV production equipment.*
- *Possess ability to troubleshoot and resolve minor technical and mechanical equipment problems.*
- *With training, learn new equipment and systems.*
- *Provide support for multi-camera productions.*
- *Provide non-media field support as needed and available.*

#### **2) POST-PRODUCTION**

- *Provide post-production support on special projects as needed and available.*
- *Submit and manage produced programming in accordance with LCATV procedures.*

#### **3) STUDIO PRODUCTION**

- *Assist with direction, camera operation, audio support, or other duties involved in LCATV studio production as needed and available.*

#### **4) ADMINISTRATION**

- *Attend mandatory Field Production meetings.*
- *Maintain familiarity with LCATV Policies and Procedures.*
- *Report weekly hours via Labor Report.*

**Preferred qualifications:**

Knowledge of: media production systems; community television operations; computer operations.

Skills and abilities: Oral communications; organization; project management; a track record of working with diverse individuals and groups.

**Position requirements:**

Prolonged periods of computer work, including typing at a keyboard.

Ability to move equipment weighing up to 40 pounds and hold a video camera weighing up to 10 pounds for a prolonged period of time.

A valid driver's license, proof of insurance, and reliable transportation. Travel via personal vehicle is required.

Availability during evening hours and some weekends.

*(Approved- 11/27/18)*