



**OKEMO VALLEY TV**

37C Main St.  
Ludlow, Vt. 05149  
(802) 228-8808  
www.okemovalley.tv

## **Part-Time Field Producer / Production Associate Job Description**

### **Summary**

Reporting to the Executive Director, this position shall be responsible for the following:

1. Produce video coverage of government meetings and community events, including school events.
2. Assist with productions taking place in the studio and on-location.
3. Edit short video pieces such as station IDs, bumps, and promotional videos.
4. Create community announcements for the TV "bulletin board".
5. Support marketing efforts by generating graphics, short video edits, and social media posts.
6. Assist and support various station activities as needed. Examples include: program scheduling, video archiving & digitization, and after school & Summer camp programs.

**Hours:** 15-20 hours per week (average). Subject to periodic change as budget & schedule allow. Times vary, but mainly evening hours and some weekends. Approx. 75% of time on location (various locations), and approx. 25% at Okemo Valley TV, with the possibility of some of that being remote work ("from home").

### **Required Qualifications:**

1. Some TV / video production experience.
2. Strong interpersonal, verbal, and written communication skills.
3. Familiarity with digital and web-based workflows.
4. Consistent access to reliable transportation.
5. Strong technical aptitude and critical thinking skills.
6. Ability to work independently with minimal supervision.
7. Good time management and organizational skills.

### **Desired Qualifications:**

1. At least 1 year of hands-on work in TV / video production
2. Video editing skills.
3. Competency working in Adobe Creative Suite, primarily with Premiere and Photoshop.
4. Competency with cloud-based applications and file storage such as Google Drive / Docs and Dropbox.
5. Experience working with children.

### **Goals of the Position**

1. Produce community programming including school sports & events.
2. Develop proficiencies with Adobe Premiere and Photoshop.
3. Help make the community bulletin board more dynamic and engaging.
4. Improve the archival video library in order to increase programming options.

### **Compensation**

This pay range for this position is between \$15–20 / hour, depending on experience. This is a part-time position, exempt from benefits.