

CITY OF TORRANCE
CABLE TV PRODUCTION ASSISTANT – PUBLIC ACCESS
RECURRENT

Salary: \$12.32 to 14.25 per hour

Final filing date: Applications accepted until further notice

The Position: The Office of Cable and Community Relations has part-time positions to assist in public access television customer service, instruction, production, and operations. Candidates must have flexible working hours and be available for evening and weekends.

The position requires a minimum of one year of paid television production experience (commercial, corporate, educational, or cable television). Candidates should be experienced and or knowledgeable in the following:

- Basic customer service skills.
- Set-up and operation of single and multi-camera field and studio productions.
- Set-up and operation of teleprompter and recording devices.
- Set-up and operation of audio mixing for studio and field environments.
- Creation of electronic graphics for television production.
- Set-up lighting for field and studio environments.
- Set-up and operation of post-production equipment including editing, program distribution, and media duplication.

Candidates should be able to perform duties with a minimum amount of supervision and direction.

Ideal candidates will have an enthusiastic attitude towards customer service, training, field and studio television production, and experience working for a public access cable operation. Knowledge of Avid Media Composer, Digidesign Pro Tools, Adobe Master Collection, Edirol, Hitachi FPC1U, 360 Server, Crespin Automation, Dekocast, and Inscriber.

If you are interested, please fax resume to:

Don Fefie
Torrance Community Television Coordinator
City of Torrance
Office of Cable and Community Relations
3350 Civic Center Drive Suite 100
Torrance CA 90503
FAX or email resumes to 310-781-7132
TCTv@TorranceCA.Gov