

Immediate Part-Time Opening at WLMB-TV 40 - Toledo, Ohio

Job Title: Production Assistant (with a focus on WLMB's online presence and graphics)

Pay: \$9 - \$11 per hour (Based on Experience)

SUMMARY OF POSITION

You will help support and maintain the operations of a television production department. As such, one must have a basic working knowledge and possess the capabilities to assist in web development, social media, producing, editing, shooting, lighting, graphic designing, writing, and researching video productions for WLMB-TV 40. The individual must perform these tasks and responsibilities to the highest standards of excellence and professionalism associated with WLMB-TV 40. This position will report directly to the VP of Production and will assist with the projects of both the VP of Production and the VP of Commercial Production.

RESPONSIBILITIES

- **Web & Online Management**– Update social media sites, Apps, and websites using WordPress and other template driven online management tools. Assist with video uploads, conversions and keywording. Create custom graphics, pictures, and other marketing support materials for both print and internet use.
- **Producing/Directing** – Provide technical assistance and creative insight into productions including weekly shows, commercials, promotions, and fundraising spots. Will also need to fill in periodically when senior producers and directors are not able to participate in a production. Good communication skills a must.
- **Video Editor** – Use Final Cut Pro X non-linear video editing systems and other computer-based editing software to assemble and output media content. Must be creative and possess ability to initiate new ideas as well as follow directions. Some experience with non-linear editors is a must as well as an understanding of good “storytelling” through editing. Proficiency with Final Cut Pro and Photoshop is desired. Experience in compositing with strong graphics skills in After Effects and/or Motion and Illustrator are a huge plus.
- **Studio and Field Production** – Capture video either on location or in a production studio using professional cameras, sound and lighting equipment. Must possess the knowledge to assist in the operation of equipment. Should understand the principles of directing, lighting, and have a good sense of composition. Should be able to work with and clearly direct a crew, talent, and guests. Must be willing to carry heavy equipment (up to 80 lbs) both in the field or in the studio as well as be comfortable on ladders or aerial lifts.
- **Technical** – Provide technical assistance for video/audio equipment setups. Have a working knowledge about computers (both Mac and PC are used). Use Microsoft Office (Outlook, Excel, Word, Power Point).

KNOWLEDGE AND SKILL REQUIREMENTS

Must be able to handle pressure as well as be able to work under deadlines and demanding schedules. We are looking for a candidate that works well with others, is a hard worker, and is a natural problem solver. Candidate should have a keen eye, creative ideas, and good multitasking and organizational skills. Other beneficial skills would include voice-over abilities, journalism experience, computer/web skills and/or set design experience.

MINIMUM EDUCATION AND EXPERIENCE

Entry level media position, but some experience in film, television, or other media related fields will be preferred.

TIME REQUIREMENTS

Candidate would need to be available for 24 hours per week. Work weeks consist of 3 eight-hour days Monday – Friday between 8am and 5pm with a one-hour lunch (flexible work times may be negotiable, but not guaranteed). However, hours outside the “general” hours may occasionally be expected particularly during special events and fundraisers, which rarely, but may also include weekends.

TO APPLY

You may mail or email (as Word or PDF) your Resume/Cover Letter/Demo Reel to:

WLMB-TV 40

Attn: Aaron Darr

825 Capital Commons Dr.

Toledo, OH 43615

adarr@wlmb.com

As a religious broadcaster, Dominion Broadcasting has established a religious qualification for all employee positions at WLMB. In accordance with the FCC's rules, Dominion Broadcasting makes reasonable, good faith efforts to recruit applicants, without regard to race, color, national origin or gender, among those who are qualified based for employment on their religious belief or affiliation.