

## ASSISTANT PRODUCER

### Definition

Participates in and performs activities required to plan, produce, and script programming for the school division cable television networks; operates camera for video productions; and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

Assists with or operates camera for video productions and teleconference activities; may assist with the drafting and revision of scripts needed for productions; programs character-generated graphics and logos for live meetings and cable channels; attends pre-production meetings and provides assistance as required; maintains schedule of programming and videotape sessions for productions; assists in the development of the cable newsletter and selection of music, graphics, and props required for programs.

### Supervision Received/Given

Receives limited supervision from a producer/director. May supervise lower-graded employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

### Education/Experience/Skills

Any combination of education and experience equivalent to graduation from high school with additional course work in media communications, journalism, or a related field, plus five years of progressively more responsible work experience in television production, two of which shall have been at a level requiring independent judgment. Can demonstrate knowledge of the theory, techniques, and equipment used in producing, taping and photographing taped video programs; knowledge of script writing for video productions; ability to organize and bring together all elements of program production; and ability to communicate effectively, both orally and in writing.



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