



## TEMPORARY ON-CALL PRODUCTION ASSISTANT

### Position Overview

The Sacramento Educational Cable Consortium (SECC), a small non-profit, operates Sacramento County's educational cable channels with the region's K-20 educational community. Part of SECC's mission is to provide local students with the opportunity to develop professional and technical skills through real world experience in the industry. The Temporary On-Call Production Assistant position supports this under the direction of the Director of Production Services and Content. This position will be responsible for helping with video production activities including shooting/producing and multi-cam setup and operation. Duties will include all areas of support working cooperatively with all SECC Team and Consortium members to successfully implement SECC's goals and mission.

**Directly Responsible To:** Director of Production Services & Content

### Essential Duties & Responsibilities:

Working with SECC Production staff and following SECC established procedures:

- Sets up and operates single camera/multi-camera equipment for studio & field production.
- Provides support for post-production editing, audio mixing, graphics & encoding for channel & web delivery as required.
- Help train SECC membership (administrators, teachers and students) in video production & post-production techniques & services.
- Other duties as assigned.

### Education & Experience:

- Enrolled in a 2-year degree or equivalent from accredited college or university preferred. High school media students age 16 and over are welcome to apply.
- Working knowledge of HD video cameras, tripods, microphones, lighting techniques, cable management, Premiere Pro or Final Cut Pro, Adobe Photoshop & Microsoft Office.
- Preferred: Mac & PC versatility.
- Must be team focused, be receptive to feedback, and work well with colleagues (including teachers, students, administrators and consortium members).
- A current and comprehensive portfolio is required.

### Profile:

The position is temporary, part time, on-call and operates on an as-needed basis. Flexible hours to coordinate with approved production needs. Must be available during school hours & some evenings. Transportation, valid California driver's license and auto insurance are all required. Physical demands include occasional lifting and/or moving up to 50 pounds, standing (for up to 3 hours), walking, some stooping, kneeling, bending, and squatting.

SECC is an equal opportunity employer, committed to a diverse and inclusive workplace. SECC considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

**SACRAMENTO EDUCATIONAL CABLE CONSORTIUM**

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