



PRODUCTION SPECIALIST

Full Time / Hourly Position (non-exempt)

The Production Specialist provides audio/video production services, graphic design elements, and social media content for productions, special projects, and online needs for Dakota Media Access (DMA).

RESPONSIBILITIES

Production Services

- Capture, direct and edit DMA productions, including studio, on-location, live events, and special projects, as well as intros/outros, station ID's, and promotional audio and video content for television, radio, and web-based distribution.
- Assist with set up, including furniture, props and engineering equipment for studio and field productions, including matching and adjustment of cameras, lighting, audio/video recording and transportation (if necessary).
- Save, maintain and organize all media files developed.
- Operate control room during local government meetings and events originating from Bismarck and Mandan administrative buildings.
- Provide backgrounds, lower thirds, logos and other graphic treatments for print, web, video, and electronic messaging system.
- Provide technical support for and contribute content for DMA Website and social networking sites.

Other

- Assist with special projects and daily operational activities, including equipment and facility maintenance.
- Provide training assistance and transfer knowledge of equipment operation and production techniques to staff, community producers, and volunteers.
- Monitor quality and delivery of programs via online, cable channels, and radio transmission.
- Support innovation, creativity and ideas to improve/enhance programs, processes, functions, etc. for DMA.
- Be available nights and weekends as necessary.
- Use personal vehicle for business-related travel when needed.
- Other duties as assigned.

QUALIFICATIONS

- Strong design sense, problem-solving and organizational skills.
- Production skills: lighting, audio, camera operation, directing/switching, editing.
- Knowledge of digital media production software including Final Cut Pro, Adobe Photoshop, Audacity, and current Windows and Macintosh operating systems.
- Familiarity with Adobe Creative Suite, Illustrator, InDesign, and/or After Effects.
- Ability to climb ladders and lift and carry items (equipment) weighing 50 pounds.
- Eyesight, hearing and manual dexterity sufficient to operate small electronic devices, computers and video equipment.
- Ability to focus on details while multitasking and remaining calm under pressure.
- Enthusiastic and energetic self-starter with a demonstrated ability to work independently while still being a part of a team.
- Ability to produce high volume of work in a timely manner with minimal supervision.
- Familiarity with HTML, CSS and/or WordPress.
- Ability to work with diverse personalities with all levels of computer experience.
- Possess a current valid driver's license and have access to a reliable vehicle.
- Excellent interpersonal and written communication skills.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the skill, knowledge and abilities required to qualify will be considered. Desirable education includes technical school or college-level study in video production, communications, journalism, commercial art or a related field.

HOURS

- 40 hours per week (typically three weekdays until 8:00 pm)
- Some weekend productions
- Must be flexible

WAGES AND BENEFITS

- Beginning hourly wage \$15.00 - \$17.50 depending on qualifications and experience
- Paid Time Off (PTO) and holidays
- Single plan health insurance
- Supplemental Insurance

APPLICATION AND SELECTION PROCESS

To apply, email a current resume, completed application form, and cover letter to info@freetv.org or deliver to DMA at 307 N 4th St, Bismarck, ND 58501 on or before 5:00 p.m., November 4, 2016. The most qualified candidates will be invited to an oral interview.

DAKOTA MEDIA ACCESS (DMA)

KDAK is operated by DMA, an award-winning, non-profit community media organization which serves the Bismarck and Mandan area by managing the production facilities, equipment, programming and distribution systems for the area's public, educational and government media needs. DMA operates Community & Government Access Television, KDAK FM Radio, kdakfm.org, freetv.org, the Dakota Digital Film Festival, and the Community Media & Training Center. For more information on DMA, visit our web site at www.freetv.org.