



Production Crewperson

Part-time up to 20 hours per week;
scheduled to be determined.

Background

CreaTV San Jose is a non-profit corporation that manages a state of the art public media center in downtown San Jose. Our mission is to inspire, educate and connect San Jose communities using media to foster civic engagement. CreaTV manages four public and educational Comcast cable channels, airing over 3,200 locally produced videos in eight different languages each year. CreaTV offers monthly workshops in video production to the public and provides a vast array of video production services to non-profits, cities, schools and individuals wanting to produce content for the channels. CreaTV has placed \$600,000 worth of video equipment in over twenty sites serving primarily at risk youth. Our vision is to give everyone in San Jose the opportunity to have a voice by giving residents access to tools, training and distribution platforms. We believe this can transform and deepen our community conversation.

The Position

Under the supervision of the Operations Manager, works in a variety of capacities on the production crews of staff projects, as assigned.

TYPICAL DUTIES (*may include, but are not limited to, the following*):

- Operate cameras, set up lights, and audio engineer for CreaTV San Jose field productions.
- Fill any of the following positions in a studio setting: camera, floor manager, lighting operator, audio engineer.
- Set up and breakdown sets, field equipment, portable studio kits.
- May be assigned night and weekend shifts.
- May need to use a personal vehicle for business-related travel in San Jose.
- Other duties as assigned

Desirable Skills and Abilities:

- Comfortable in all technical aspects of video production, including studio production, operation of field cameras, tape machines, lighting, sound engineering.
- Successfully shoot video productions in the field with little to no direction.
- Ability to perform the following crew positions in a studio setting: Camera, floor manager, audio engineer, lighting operator.
- Basic troubleshooting of video gear.
- Convey a warm and professional public manner.
- Work effectively with non-profit and educational entities in providing access services.

- Work effectively in a volunteer environment.

Other Desirable Qualifications:

- Flexible availability, with some weekend and late evening shifts
- Ability to communicate in Spanish and / or Vietnamese
- Understanding of cable access television and programming

General Requirements:

- Knowledge of proper English grammar and spelling
- Must be able to climb ladders and be able to lift up to 50 pounds
- Eyesight and hearing must be sufficient to be able to operate a camera and monitor audio during productions
- Must have the manual dexterity and coordination required to operate small push buttons and switches associated with audio boards, cameras, switchers, tripods and VCRs
- Must possess and maintain a valid California driver's license, have a safe driving record, and maintain California minimum required automobile insurance.
- Must be available for work evenings and weekends
- Strong written and verbal communication skills
- Strong customer service skills

Education and Experience:

Any combination of education and experience that provides the skill, knowledge, and abilities required.

- Two years of television production experience
- Two year of video production training at the college or trade school / occupational training level.

DESIRABLE QUALIFICATIONS

- Ability to communicate orally in Spanish and / or Vietnamese.
- Edit with Creative Cloud