



MEMORANDUM

TO: Interested Parties
FROM: Shae Hopkins
DATE: September 11, 2017

A handwritten signature in blue ink that reads "Shae Hopkins".

Kentucky Educational Television has the following part time job opening at the Network Center in Lexington.

JOB TITLE: Production Assistant

REPORTS TO: Producer/Director

RESPONSIBILITIES:

- Assists producers and associate producers with research and content development; helps create and organize pre-production notes, makes copies of scripts; assists scheduling location scouts and scouting locations.
- Makes travel arrangements for producers or associate producers, crew and talent; helps to organize crewmembers and talent; assists preparing sets and studios for guests.
- Operates professional studio cameras for live and recorded productions.
- Logs footage; participates in basic video editing; writes transcripts; helps organize and archive media files; posts video segments and other content on KET.org and social media platforms.
- Acts as a grip and lighting assistant as assigned.
- Assists in the set-up and striking of production equipment including: cameras, cable runs, and camera platforms.
- The PA will help with edit, graphics, and audio sessions; maintaining appropriate records and paperwork necessary for productions, broadcasts, web use, air rights, copyright information and contacts for talent and services.
- Performs other production related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

Bachelor's degree in related field plus one (1) year of professional television production and post-production experience or equivalent combination of education and experience.

Ability to work effectively, both independently and as part of a team, in an environment of multiple projects, priorities and deadlines.

Non-linear video editing experience is required. Must have strong computer use, broadcast writing, communications and interpersonal skills.

Knowledge and interest in the arts and Kentucky history and culture preferred.

Must be available on a flexible schedule and for weekend and overnight travel.

Must be able to carry production equipment (up to 40lbs). Must maintain a professional demeanor and appearance at all times. Must possess a valid driver's license.

SALARY:

Dependent on qualifications and experience.

CONTACT:

Please send state application, cover letter and resume to: Employment & Recruiting, KET, 600 Cooper Drive, Lexington, KY 40502 or e-mail to jobs@ket.org, or send via fax to 859-258-7765. EOE

Position open until filled.