

Employment Opportunity, KLTV, Longview Washington REMOTE PRODUCTION SUPERVISOR. This is a full time 40 hour per week non-exempt position. Posting Closes May 17th, 2019. Employment to commence ASAP. Our current “truck guy” had back surgery and can no longer continue in his current capacity.

Location Description:

KLTV is the PEG (Public, Education and Government Access) provider for Cowlitz County Washington. We serve 110,000 residents with an expanding membership list, an active Board of Directors, excellent public support and four current Franchise Agreements. We own our own building located in downtown Longview Washington, less than ½ hour away from the base of Mount Saint Helen’s. Longview is an hour north of Portland Oregon and 3 hours south of Seattle Washington. A staff of seven is anxiously awaiting our next staff member. Our weather is temperate in the winter and breath taking in the spring, summer and fall. KLTV is an equal opportunity employer offering a competitive salary, medical benefits and unlimited growth opportunities. If this is your desired working environment, and you exceed the qualifications listed below, send your applications to:

Barry Verrill
Executive Director
KLTV
Longview, WA 98632.

Email applications will also be accepted at barry@kltv.org. Visit our website at www.kltv.org for further station/area information. The closing date for applications is May 17, 2019.

DUTIES:

1. Supervises television and video production including video/audio, training and equipment maintenance. Concentrates on truck production but may also be required to supervise Electronic Field Production and/or our studio productions.
2. Primary responsibility will be our 4 camera, instant replay and graphics production truck. We cover all kinds of high school sports and community events. The goal is to have the truck active three days per week. Familiarity with the data base Facil would be considered a major asset.
3. Serves as first line of defense regarding equipment maintenance and repairs within the production truck. Will also evaluate telecommunications purchasing plans as they pertain to mobile production technological requirements.
4. Computer knowledge including Final Cut Pro, Bulletin Board message creation (Castus), Microsoft Office, and IP video transmission.
5. Staff supervisor on productions contracted to KLTV.
6. Reports directly to the Executive Director. May or may not be responsible for the supervision of other staff.
7. Any other duty as assigned by the Executive Director.

EMPLOYMENT STANDARDS:

1. Possession of a bachelor's degree in communications, TV production, or a related field, and three years of PEG experience.
2. Any combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Additional Qualifications: Possession of a valid Driver's License is required at time of appointment.

Knowledge of: operations, equipment, and issues involved in PEG Access television, principles of public relations and mass communications; print media practices; reporting methods and techniques; English grammar, spelling, punctuation, and syntax; computer graphics software applications

Ability to: develop, implement, and evaluate program plans, goals, objectives, policies, and procedures; prepare clear, concise, and effective written reports and verbal presentations; the ability to work un-supervised and to lead our remote production services, resolve operational and procedural problems and conflicts; supervise, train, and evaluate volunteers; establish and maintain effective working relationships; speak effectively before individuals and groups; exercise independent judgment; demonstrate tact and diplomacy when representing KLTV; produce video programs.

Desirable Qualification: Knowledge of technical issues involved in PEG Access television and video programming. The successful candidate must possess the ability to deal with the varying and ever changing technologies utilized by a flourishing PEG center. Training our membership is a responsibility of each and every KLTV's staff member. A positive, friendly, outgoing and cheerful disposition is required in this key member service position.

Please include **Remote Production Supervisor** in either your email subject line or on the outside of the envelope for United State Postal Service delivered applications. Telephone applications will not be accepted.

KLTV is an equal opportunity employer and all qualified applicants are encouraged to apply. Your ability to mesh with our current staff and membership/volunteers will be a major factor in the interview process. We are looking to fill this position prior to the busy summer sports season but understand a delay if relocation is required. The salary will range from \$35,000 to \$50,000. Depending on qualifications. We also offer medical, vision and dental insurance, a simple IRA matching program, ample PTO and a location that is un-matched anywhere else in the country. Pictures of the truck and the equipment within are available upon request.

