Position Title: BATV Assistant  
Hourly Rate: $7.25  
Department: Beloit Access Television  
Supervisor: Keith Urban  
Work Location: Beloit Access Television  
Account Number: 04-31148-41145-00000-xxxxx

Do multiple individuals hold this position at one time?  ☒ Yes  ☐ No

Number of positions available: 2 - 3

Work Schedule
A student in this position can expect to work 3 - 4 hours per day, 8 - 10 hours per week.
The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday  ☒ any day of the week.

Hours are available during the following times of the day: 8 am to 8 pm Monday - Friday, flexible weekends.

Department/Position Overview
Enter and play back programming on the Beloit Access Television Station. Record shows with clients from the Beloit Community. Enter information into message pages on the BATV message board. Assist with the operation of cameras, recording, and livestreaming of Beloit City Council meetings (first and third Mondays of each month at 7pm). Responsible for all programming on assigned shift. Must work with clients in a respectful, professional nature. Prior experience with software and equipment helpful, but not required. Training is available.

This position is a part of the Collective. The Collective aims to create a collaborative environment where students are able to complete both assigned and self-designed projects with a greater degree of creativity and agency. In short, it is an effort to help students make the most of their work study by allowing them to develop their technical and professional skill sets, produce tangible work which they can claim as their own, learn and discover new areas of interest, and enjoy themselves while contributing to the goals of the organization.

More Detailed Information Available
http://www.beloit.edu/communicationsandmarketing/collective
Description of Duties and Tasks

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision

Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Final Cut Pro, Audacity preferred
- Familiarity with specific equipment, listed here: DVD Recorders, Leightronix NEXUS server, studio cameras, video switcher, audio board, microphones