Position Title | BATV Producer  
---|---  
Hourly Rate | $7.50  
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: 1

Work Schedule

A student in this position can expect to work various 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: varies.

Department/Position Overview

The BATV Producer is responsible for conducting shoots outside of the studio and the editing and production of programming for broadcasting. The BATV Producer is primarily responsible for the production of the city of Beloit's monthly show, Beloit Today. The BATV Producer may assist in the operation, livestreaming, and live broadcasting of the city of Beloit's biweekly city council meetings held on the first and third Mondays of each month at 7 pm. Otherwise, the BATV Producer is tasked with finding, planning, shooting, editing, and creating content to be broadcasted on Beloit Access Television, as well as assisting with general studio operations including programming and productions done in the studio.

When applying for this position, please provide a portfolio of previous video work.

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: video editing software such as Final Cut or Adobe Premier
- Familiarity with specific equipment, listed here: video cameras, digital SLR cameras, microphones, tripods
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: previous experience as a BATV Assistant or Technician preferred, previous experience with field productions and shooting preferred