



# Trempealeau County Opening Part-Time Video Production Assistant (Limited Term Employment)

Trempealeau County is recruiting for (2) part-time, limited-term positions of Video Production Assistant.

## **PURPOSE OF POSITION:**

The Video Production Assistant will work to develop and produce video programs about local people, institutions and events for viewing on Trempealeau County Community Television, channel 18. The goal is to provide practical experience and training in video production, and to provide programming assistance for viewers of channel 18.

This position is a seasonal, part-time position not to exceed 1 year in duration. Hours vary on an as needed basis. Position may include weekend, evening and holiday work. Generally, 5 hours per week (on average).

## **REQUIRED QUALIFICATIONS:**

Candidates who express an interest in this position require a valid driver's license or available means of transportation. If under age 18 a valid work permit is also required.

## **COMPENSATION / BENEFITS:**

The starting pay for this limited-term position is \$9.25 per hour. This is not a benefited position.

All required application materials are available at [www.tremplounty.com](http://www.tremplounty.com)

Completed application must be received (via mail, email, fax, or hand-delivered) to Human Resources by:

**Applications Accepted Until Filled.**

**Trempealeau County Human Resource Department**

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

[personnel@tremplounty.com](mailto:personnel@tremplounty.com)

Equal Opportunity Employer / Affirmative Action

## Trempealeau County Community Television

### Job Description

#### Limited-Term Video Production Assistant

Reports to: Television Studio Director.

#### Purpose of Position:

The Video Production Assistant will develop and produce video programs about local people, institutions and events for viewing on Trempealeau County Community Television, channel 18.

The goal is to provide practical experience and training in video production, and to provide programming for viewers of channel 18, which would not be done by regular volunteers and staff.

#### Essential Functions:

1. Works in conjunction with Television Studio team to develop program ideas.
2. Makes telephone and/or personal contacts with appropriate persons, then develops plan for a video program.
3. Executes field productions: uses camcorder and appropriate microphones and lighting equipment; conducts interviews.
4. Edits field productions as needed, adding titles and credits.

#### Other Functions Required:

1. Works cooperatively with regular TCCTV staff.
2. Helps with TCCTV studio productions and office work as needed.
3. Other duties as assigned by the Director

#### Physical Demands Required To Meet The Essential Functions:

1. Standing, walking, sitting and stooping.
2. Kneeling, crouching, and climbing.
3. Reaching, feeling, talking and hearing.

4. Far vision at 20 feet or further, and near vision at 20 inches or less.
5. Lifting, carrying, pushing/pulling: 30 lbs. or less.
6. Handling, grasping and fingering: typing, writing, etc.

Environmental/Working Conditions Required to Meet Essential Functions:

1. Inside working conditions.
2. May have to do field productions in a wide variety of settings, both indoors and out, in all types of weather.

Equipment Used to Perform Essential and Required Functions:

1. Telephone, computer, camcorder, microphones, lights, video edit system, studio camera.
2. Automobile

Education/License/Certification Required to Perform the Essential Functions:

1. Valid driver's license, available means of transportation, and proof of liability insurance for vehicle.
2. Valid work permit if under 18 years of age.

Knowledge And Skills Required to Perform the Essential Functions:

1. Effective communication: visual, oral and written.
2. Skilled in use of video camera, microphones, editing systems, and computers. Further training will be offered by the employer.
3. Strong abilities to meet and deal with people.
4. Must be able to work independently and in a team.

Collective Bargaining Agreement: Union Position

This is a non-union, temporary, position.

Salary and Benefits:

1. Salary is \$9.25 per hour. Mileage reimbursement per county rate.

Hours of Work:

1. Duration of position not to exceed 1 year. Position hours vary on an as needed basis. Generally, not to exceed 10 hours per week on average.
2. Flexible Part-Time Schedule To Include Weekends, Evenings and Holidays.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Applicant/Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date