Human Resources

Position Announcement
Assistant Producer, KTWU
Recruitment No. 4540716

Human Resources seeks candidates for the Assistant Producer position at KTWU. The employee reports to the Production Manager/Executive Producer. The employee performs the assigned tasks at the direction of other production staff in a manner that is consistent with KTWU’s on-going quest for excellence.

Responsibilities

Develops electronic/motion graphics and support materials for use on-air and online during KTWU pledge drives, auctions, special productions, etc. Electronically tags promos for local programs, adding graphics and voice-overs to customize individual promotional spots for air on various KTWU programming streams.

Serves as crew member for both studio and remote productions, operating cameras, monitoring and adjusting audio levels, modifying on-screen graphics, running teleprompters, playing videos and completing other tasks associated with content production.

Records, edits, designs graphic treatments, and creates audio files to assist with the production of content for broadcast and distribution across a variety of platforms including broadcast, cable, satellite, mobile, internet streaming and social media.

Records, edits, designs and develops graphics and music arrangements, participates in field and location planning to assist with KTWU’s works-for-hire projects.

Performs a variety of miscellaneous tasks as assigned or needed, including but not limited to the following: Conducts workshops, works one-on-one with individuals to train production volunteers. Drafts, prepares and distributes correspondence and production orders. Works with outside vendors/producers to get programs and promos ready for broadcast.

Assists with other station activities as assigned.

Required Qualifications: High school diploma or GED and two years of experience in professional video production. Basic skills in operating video cameras and computers, editing facilities, graphics generators, audio boards and production switchers. Ability to move and/or maneuver equipment and materials weighing as much as fifty pounds. Valid Kansas driver's license with driving record that meets University standards.

Preferred Qualifications: Bachelor’s degree in broadcast journalism or mass communications. Two years of experience in public television production.
Application Procedures

Submit a letter of interest, resume, Resume Supplement for Administrative Positions (available at www.washburn.edu/hr-forms), copy of unofficial transcript(s) for highest level of post-secondary education (official transcript for all levels of post-secondary education may be requested upon hire), and names and phone numbers of three professional references to getajob@washburn.edu or to Washburn University Human Resources, 118 Morgan Hall, 1700 SW College, Topeka, Kansas 66621. Review of applications will begin August 8, 2016, and continue until interviews are scheduled. Pay range begins at $13.53 per hour with starting rate to be determined at time of offer. Excellent fringe benefits package. Employment at Washburn University will be conditioned upon satisfactory completion of a background check.

To enrich education through diversity, Washburn University is an equal opportunity employer. Candidates from under-represented groups are encouraged to apply.