YAK BACK! PRODUCER

UVC-TV19

Job Description

OVERVIEW
Works closely with UVC staff and members to produce a weekly editorial talk show for UVC-TV 19, a campus-wide cable television station on the UMass campus. To provide administrative and organizational support, training, and technical support for the Yak Back! cast and crew. The Producer will work to develop an overall look and feel for the show. This position requires the ability to work with members of a diverse campus population, including students, faculty, and staff.

DUTIES

- Trains all crew members in production and post production of the program
- Overall pre-production planning, development, and coordination of administrative concerns of weekly episodes, including recruitment, calling UVC cast and crew for productions and meetings, training of crews, scheduling of shows and equipment.
- Act as primary contact for Yak Back!
- Keep records on all aspects of the show.
- Overall supervision of the show, recruiting cast and crew, assessment of show, as well as safety of UVC-TV 19 equipment and staff/members.
- Act as director for studio shoots, assisting volunteers with setup of equipment, color balancing of equipment, audio needs, and troubleshooting
- Seeks collaboration with other student media, academic departments and other campus groups
- Attendance at all mandatory UVC meetings and events

Other Duties
Provide technical and administrative support to UVC members: reserve equipment and studio time; check equipment in and out; answer questions and provide assistance to members; other duties as assigned.

SKILLS
- Ability to effectively teach others basic studio production skills
- Intermediate knowledge of video production – particularly studio direction, switching, audio, lighting and editing.
- Organizational, computer, scheduling, record keeping, and administrative skills required.
- Must be able to communicate with diverse community effectively.

SUPERVISION
Works under the general supervision of the UVC Advisor and Station Manager

HOURS
Flexible according to the schedule of productions however student must have MONDAY night 5-6:30pm open for mandatory staff meetings. Other hours will be posted at UVC once set.

10 hours per week WORKSTUDY OR NON-WORKSTUDY