



## **CAREER OPPORTUNITY**

# **Production & Training Assistant**

4/10/2025

### Primary Responsibilities

Falmouth Community Television (FCTV) is actively seeking a highly motivated and dedicated individual to join our team as a part-time Production & Training Assistant.

In this pivotal role, you will play a key part in supporting both the production and educational aspects of community media, ensuring that our community members are equipped with the tools and knowledge needed to create engaging narratives. Additionally, you will play a significant role in crafting compelling content that mirrors our commitment to excellence.

The Production & Training Assistant will assist the Production & Education Manager in the production, assignment and scheduling of remote and on-site productions. This position will work under the supervision of the Production & Education Manager. This position is part time, 30 hours per week with primarily evening and weekend hours.

### Duties

#### *Production and Support*

- Collaborate with community members, organizations, and staff to facilitate the production of high-quality single and multi-camera television programs, podcasts, and digital content.
- Take a lead role or assist in camera operation, lighting, audio recording, and other technical aspects during studio and on-location productions.
- Assume a leadership role in post-production activities, including video editing, graphics creation, and media distribution.
- Contribute to the creation of high-quality video content, including television programs, podcasts, and digital media.
- Operate video recording equipment, studio and remote setups, and post-production tools maintaining high production standards.
- Ensure all produced content adheres to Falmouth Community Television's guidelines and standards, maintaining accuracy and objectivity.
- Contribute to the development and implementation of creative ideas and new approaches to expand programming and increase viewership.
- Create compelling feature segments for Falmouth in Focus, showcasing the town's unique events, initiatives, and community stories.
- Provide guidance and support to volunteer producers, encouraging active involvement and enhancing their production skills.
- Work closely with the production team to ensure the timely completion of projects while maintaining high-quality standards.

#### *Training*

- Conduct hands-on training sessions for diverse groups on the use of production equipment, video editing, lighting techniques, audio, graphics creation, podcasting, digital storytelling and other media tools.
- Utilize a variety of instructional methods to accommodate different learning styles and skill levels.
- Foster an inclusive and collaborative learning environment.
- Develop and update training materials, guides, and resources to ensure accessibility and effectiveness.
- Offer technical assistance and support to individuals and groups participating in FCTV's training programs
- Facilitate engaging youth media training throughout the year, including Youth Producers and Vacation Animation programs, cultivating a supportive and enriching environment for students.
- Stay updated on the latest tools, software, and industry best practices.

## Equipment and Facility Management

- Maintain and organize production equipment, ensuring its proper functioning and availability for community use.
- Assist in scheduling and coordinating studio and equipment reservations for community members.
- Collaborate with the technical team to troubleshoot and resolve equipment-related issues.

## Skills

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### Required Education, Skills and Experience

- Experience with single and multi-camera digital video production, both live and recorded, with a focus on creative storytelling and attention to detail.
- Expertise with video editing software (e.g., *Adobe Premiere Pro, Final Cut Pro, Davinci Resolve, AI software*).
- Experience with multi-camera studio directing, technical directing, graphics, camera operation, lighting and audio.
- Possess extensive experience in managing online videos and websites, including content curation, optimization, and ensuring a seamless user experience.
- Ability to diagnose and resolve technical issues, ensuring uninterrupted workflow.
- Strong organizational skills to manage multiple projects and deadlines effectively.
- Proficiency with productivity tools and software (e.g., *MS Word, Excel, PowerPoint, Google Workspace, Wordpress*).
- Excellent communication abilities to support and guide volunteer producers.
- Ability to adapt to changing priorities and work collaboratively in a team-oriented environment.
- Two years' post high school related training, education and/or relevant experience required.

### Other Job Requirements

- Work evenings and occasional weekends.
- Establish and maintain positive work relationships with co-workers, members, and the community.
- Passion for community media and a commitment to fostering diverse and inclusive storytelling.
- Maintain a professional appearance and exhibit a positive company image to the public.
- Be a self-starter who will initiate the completion of work and projects.
- Valid driver's license with satisfactory driving record required.
- The ability and willingness to drive and operate a cargo type production van is desired.
- Provide own transportation to travel to locations with some frequency, as required.
- Work in-person at FCTV and various locations in Falmouth, MA, encompassing both indoor and outdoor environments. Occasional production work outside of Falmouth, but within Massachusetts as required.
- Stand for extended periods while operating production equipment and have the ability to lift and maneuver equipment weighing up to 50 lb.
- Required CORI (Criminal Offender Record Information) check to ensure a safe and secure environment for all participants.
- Professional, diplomatic and tactful verbal and written communication skills.
- Possess effective problem solving and troubleshooting skills.

## Compensation

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- Commensurate with experience
- Non-exempt hourly position
- Benefits per FCTV policy

## How to Apply

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Interested candidates are to send their cover letter, resume, three written letters of reference and online link to demo reel to:

Debra Rogers, Executive Director/CEO  
310E Dillingham Ave.  
Falmouth, MA 02540  
Application will be accepted via email to: [deb@fctv.org](mailto:deb@fctv.org)

*Falmouth Community Television is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.*