



Job Description: Production Services Coordinator

Reports to: Production Services Manager

Directly supervises: NA

General responsibility:

The position is responsible for welcoming and providing superior customer service to our diverse community producers, as it relates to safety, check-out of television recording equipment, studio time, editing time, and maintaining inventory of CAN TV equipment. You will champion the organizational mission, strategies, and brand.

Responsibilities:

- Assist community producers in the effective, efficient, and appropriate use of technical equipment, facilities, and resources.
- Schedule use of video production equipment and facilities.
- Report on equipment and facilities inventory and use, including identifying and reporting on equipment damage, repair, and loss.
- Identify and refer residents for practice sessions or additional training as needed to the Production Services Manager.
- Facilitate ongoing maintenance, cleanliness, security, and safety of premises.
- Implement procedures and enforce rules relating to use of CAN TV facilities and equipment.
- Perform other duties as assigned.

Requirements:

- Maintain a flexible schedule; must be able to work early in the morning, evening and weekend hours based on business needs.
- Three or more years of excellent interpersonal and customer service skills.

- Proficiency in the use of digital video production equipment.
- Technical troubleshooting and problem-solving skills.
- Strong organizational skills with a proven ability to complete tasks accurately and on deadlines.
- Ability to accommodate and adhere to a flexible work schedule (evenings & weekends).
- The work week will be 20 plus hours from Monday through Saturday.
- Understanding of the need for, and the role of, public access television.
- Superior customer service experience supporting diverse community members.

Preferred Qualifications:

- Some college
- Bi-lingual Spanish is a plus.

To Apply:

Start date: immediate.

- This position is part of the NABET/CWA Local 41 bargaining unit at CANTV with a salary of \$17/hour plus a generous benefits package and free parking.
- Submit resume to: hr@cantv.org
- No phone calls please.

CAN TV is an equal opportunity employer.