



Job Description: Training Coordinator

Reports to: Training Manager

Directly supervises: NA

General responsibility:

The position is responsible for training Chicagoans how to produce their own shows to air on CAN TV's five cable channels. You will be teaching students how to use studio cameras, audio board and TriCaster switcher, along with how to direct and edit a complete show. You will champion the organizational mission, strategies, and brand.

Responsibilities:

- Conduct CAN TV training classes, including studio, field production and editing.
- Conduct workshops, orientations, and practice sessions.
- Work with Training team to create class and workshop schedules.
- Perform administration duties including outreach, class registration and follow up.
- Learn and incorporate new production equipment and procedures into the Training curriculum.
- Create instructional material and training videos for Training YouTube channel.
- Prepare reports regarding training, administrative and other activities.
- Implement procedures and enforce rules relating to organizational policies.
- Work with Training/Production database and keep up to date.
- Troubleshoot and report equipment issues.
- Perform other related duties and assist with CAN TV productions, as needed.

Requirements:

- Proficiency in use of video and audio equipment for studio and field productions.
- Experience directing studio and field productions.
- Proficiency in editing with Premiere Elements and Adobe Creative Cloud apps.
- Experience in teaching video production and editing software.
- Excellent interpersonal and customer service skills.
- Strong presentation, organizational, administrative, and writing skills.
- Excellent troubleshooting and technical skills.
- Flexible work schedule. Must be able to work approximately 39 hours per week and must be able to work evening and weekend hours.

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.