

Production Positions

- Assistant Production Director
- Production Assistant

Assistant Production Director

Reports To: Production Director

Position Requirements:

- Assists the Production Director in the implementation of KTSW production policies and procedures
- Assists the Production Director in ensuring the effective workflow of all production assignments from beginning to end, including, but not limited to, script development, creativity and informational accuracy while ensuring the production needs of all departments are met
- Assists in the management and training of a volunteer staff
- Flexible Schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

S = Supervisory Role

P = Production

V = Volunteer Position

Production Assistant

(divided into Junior and Senior Production Assistants after interviews)

Reports To: Production Director

Position Requirements:

- Ensures the effective workflow of all production assignments from beginning to end, including, but not limited to, script development, creativity, and informational accuracy
- Flexible Schedule
- Audio production using Adobe Audition
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
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