

# **Production Positions**

- Assistant Production Director
- Production Assistant
- Podcast Manager
- Podcast Producer

# 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 with at least 2 regular office hours per week
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

## **Skills:**

- Ability to listen, write, and speak effectively
- Knowledge of and adherence to the KTSW brand and audience
- 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
- Knowledge of and adherence to the KTSW brand and audience
- 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:**

P = Production

V = Volunteer Position

# Podcast Manager

**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 podcast assignments from beginning to end, including, but not limited to, podcast episode development, creativity and informational accuracy
- Exports and uploads completed podcast episodes, titles and summaries to Castbox, Spotify and KTSW Web Content Manager for publication
- Assists in the management and training of a volunteer staff
- Flexible Schedule with at least 4 regular office hours per week
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Must have podcasting experience
- Performs other duties as assigned

## **Skills:**

- Ability to listen, write, and speak effectively
- Knowledge of and adherence to the KTSW brand and audience
- 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

# Podcast Producer

**Reports To:** Production Director

## **Position Requirements:**

- Ensures the effective workflow of all podcasting assignments from beginning to end, including, but not limited to, episode development, creativity and informational accuracy
- Flexible Schedule
- At least one semester as a production assistant
- Audio production using Adobe Audition
- Performs other duties as assigned

## **Skills:**

- Ability to listen, write, and speak effectively
- Knowledge of and adherence to the KTSW brand and audience
- 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:**

P = Production

V = Volunteer Position