



PRODUCTION SPECIALIST

Hourly Position (non-exempt)

The Production Specialist provides audio/video production services and content for Dakota Media Access (DMA) and its departments' (Government & Community Access streaming platforms/cable channels, Radio Access 102.5 FM, Dakota Film Festival) productions and special projects. The Production Specialist also assists and trains volunteer producers in production and applications.

RESPONSIBILITIES

Production Services

- Capture, direct, and edit DMA productions, including studio, on-location, live events, and special projects, as well as intros/outros, station ID's, and promotional audio and video content for streaming, television, radio, and web-based distribution.
- Operate control room during local government meetings and events originating from Bismarck and Mandan administrative buildings.
- Assist with set up, including furniture, props and engineering equipment for studio and field productions and transportation (if necessary).
- Provide backgrounds, titling, and motion graphics and effects for video projects.
- Assist in the maintenance and organization of production equipment inventory.
- Provide training assistance and transfer knowledge of equipment operation and production techniques to staff, community producers, and volunteers.
- Assist with program development, special projects, daily operational activities, facility maintenance, and other duties as assigned.

QUALIFICATIONS

- Knowledge of digital media production software such as Final Cut Pro, Audacity, and current Windows and/or Macintosh operating systems.
- Experience with audio-visual equipment to include video cameras, microphones, multi-camera switchers, media recorders/encoders, and studio lighting.
- Familiarity with Adobe Creative Suite (Photoshop, Illustrator, InDesign, After Effects).
- Ability to climb ladders and lift and carry items (equipment) weighing 50 pounds.
- Eyesight, hearing and manual dexterity sufficient to operate electronic devices, computers, and video equipment.
- Possess a current valid driver's license and have access to a reliable vehicle.
- Flexibility in work schedule including evenings and some weekends.

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EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the skills and knowledge required to qualify will be considered. Desirable education includes technical school, college-level study or background in video production, communications, or related field.

HOURS

Positions are available for either full or part-time hours. Either requires scheduling flexibility and the ability to work two to three weekday evenings and an occasional weekend during emergencies or when required to cover special events or meet deadlines.

COMPENSATION AND BENEFITS

Position is non-exempt, hourly. Starting wage range \$22.00 to \$25.00 per hour, DOE. Paid Time Off (PTO) and holidays, single health plan, Simple IRA, and supplemental Insurance is provided for full-time employees working 40 hours per week.

APPLICATION AND SELECTION PROCESS

To apply, email a current resume, completed application form, and sample of work to info@freetv.org. Position will remain open until filled. The most qualified candidates will be invited to an interview.

DAKOTA MEDIA ACCESS (DMA)

DMA is an award-winning, non-profit community media organization which serves the Bismarck and Mandan area by managing the production facilities, equipment, programming and distribution systems for the area's public, educational and government media needs. DMA operates Community & Government Access streaming and cable channels, Radio Access 102.5 FM Radio, the Dakota Film Festival, and the Community Media & Training Center. For more information on DMA, visit our web site at freetv.org.