NJTV, WNET New York Public Media

Title: Production Assistant

Location: Gateway 2, 283 – 299 Market Street, Newark, NJ 07102

Job Type: Full-Time (Entry Level)

Start Date: ASAP

Job Description:

Reporting to the Executive Producer, the Production Assistant provides production support including development, scheduling and post-production as well as compiling a final production file.

Primary Responsibilities:

- Assist with all aspects of production including research, development, graphics and post-production
- Oversee content for and maintain social network pages
- Draft copy for digital news articles for approval by the Executive Producer
- Shoot and edit digital video shorts
- May also assist with on location tapings in the field

Qualifications:

To qualify, candidates will have a BA/BS or equivalent experience and a minimum of 1 year relevant experience in broadcasting. In addition, candidates must be proficient in Microsoft Office Suite, have effective organizational, communication, and project management skills. This position will require the ability to work extended hours as needed.

Candidates proficient with WordPress, Adobe Premiere, and demonstrated knowledge of graphics software are preferred.

Application Instructions:

Apply online at www.njtvonline.org/careers.

Qualified candidates only; no phone calls please. Only candidates selected for interview will be contacted.

About the Organization:

NJTV, New Jersey’s public television network, brings quality arts, education and public affairs programming to all 21 counties in New Jersey and its tri-state neighbors. NJTV is home to diverse Jersey-centric local programs including American Songbook at NJPAC, On the Record with Michael Aron, Driving Jersey/Here's the Story, NJDocs, Due Process, One-on-One with Steve Adubato, Classroom Close-Up NJ and State of the Arts, as well as acclaimed PBS series such as Nature, American Masters, Charlie Rose, and BBC World News America and children’s programs.

NJTV is an equal opportunity employer.