Broadcast and Media Operations

Title: Production Assistant

Location: Life Hall, 128

Job Type: Federal Work Study

Days Needed: Varies, Monday - Friday

Job Description:

Work closely under the Production Coordinator assisting in the daily operation of the Broadcast and Media Operations department.

Primary Responsibilities:

- Prepare media equipment packages for students and class production needs, including set up for early morning pickups the previous night.
- Properly issue equipment in the online reservation system once equipment is picked up.
- Check in equipment returns. Physically putting away equipment into proper holding location, charging batteries, as well as checking in equipment in the online system.
- Must document any missing or damaged equipment or negligent behavior towards equipment. Will be responsible in generating a violation report against the wrongdoer and reporting damaged equipment to Production Coordinators and Engineers.
- Assisting, when needed, on productions and shoots.
- Maintain the TV Center facility in a proper manner. This includes but not limited to: covering certain equipment with plastic, powering off prompters in control rooms, shutting down computers in classrooms and editing room, powering off all monitors in the lobby and classrooms, securing facility.
- Assist in the daily operations of the BMO department. This would include but limited to having keys to unlock certain rooms, answering phone calls, access to CD Library, administrative duties such as filing, and general assistance to students and instructors.

Qualifications:

Preferably TV/Film/Comm Major/Minor…Have interest and understanding of the media business

Application Instructions:

If interested, please email Krystal Acosta at acostak@montclair.edu to schedule an interview.