



## Production Crewperson

\$17 - 25 / hour

Up to 25 hours per week;  
scheduled to be determined.

### Background

CreaTV San José is a nonprofit corporation that manages a public media center in downtown San José. Our mission is to inspire, educate and connect San José communities using media to foster civic engagement. CreaTV manages four public and educational Comcast cable channels, airing over 3,200 locally produced videos in eight different languages each year. CreaTV offers monthly workshops in video production to the public and provides a vast array of video production services to non-profits, cities, schools and individuals wanting to produce content for the channels. Our vision is to give everyone in San José the opportunity to have a voice by giving residents access to tools, training and distribution platforms. We believe this can transform and deepen our community conversation.

### The Position

Under the supervision of the Director of Production, works in a variety of capacities on the production crews of staff projects, as assigned.

### TYPICAL DUTIES *(may include, but are not limited to, the following):*

- ° Direct, produce, edit, shoot, light, or perform audio for CreaTV San José field productions.
- ° Fill any of the following positions in a studio setting: director, technical director, camera, floor manager, lighting operator, audio engineer, CG operator, videotape operator.
- ° Set up and breakdown sets, field equipment, portable studio kits.
- ° May be assigned night and weekend shifts.
- ° May need to use a personal vehicle for business-related travel in San José.
- ° Other duties as assigned.

### Desirable Skills and Abilities:

- ° Comfortable in all technical aspects of video production, including studio production, operation of field camera, lighting, sound engineering.
- ° Successfully shoot video productions in the field with little to no direction.

- ° Produce studio productions, and be able to perform the following crew positions in a studio setting: director, technical director, camera, floor manager, audio engineer, CG operator, videotape operator.
- ° Basic troubleshooting of video gear.
- ° Convey a warm and professional public manner.
- ° Work effectively with non-profit and educational entities in providing access services.
- ° Work effectively in a volunteer environment.

#### Other Desirable Qualifications:

- ° Flexible availability, with some weekend and late evening shifts.
- ° Ability to communicate in Spanish and / or Vietnamese.
- ° Understanding of cable access television and programming.
- ° Editing with Adobe Creative cloud

#### General Requirements:

- ° Must be able to climb ladders and be able to lift up to 50 pounds.
- ° Eyesight and hearing must be sufficient to be able to operate a camera and monitor audio during productions.
- ° Must have the manual dexterity and coordination required to operate small push buttons and switches associated with audio boards, cameras, switchers, & tripods
- ° Must possess and maintain a valid California driver's license, have a safe driving record, and maintain California minimum required automobile insurance.
- ° Must be available for work evenings and weekends.
- ° Strong written and verbal communication skills.
- ° Strong customer service skills.

#### Education and Experience:

Any combination of education and experience that provides the skill, knowledge, and abilities required.

- ° Two years of television production experience.
- ° Two years of video production training at the college or trade school / occupational training level.

#### Why Work at CreaTV?

When you join CreaTV San José you will be welcomed by a team committed to collaboration, equity, diversity, innovation, and creativity. We believe in approaching our work with professionalism, providing impactful media and technology training for people of all ages and rewarding opportunities and experiences for our staff.

We know that all we accomplish is thanks to the amazing people who commit their time and energy to moving CreaTV forward and supporting the wellbeing of our staff is a top priority. This part-time position offers a competitive salary based on experience and IRA matching contribution as well as schedule flexibility.

People of color, women, formerly incarcerated people, LGBTQ+ individuals, and community visionaries are strongly encouraged to apply.

Applications will be accepted until Oct 29th 11:59pm PST. To apply, please submit your resume and a cover letter explaining your interest in this role to [jobs@creatvsj.org](mailto:jobs@creatvsj.org) with the subject line: Crew