



**Production Crewperson**  
**Part-time - up to 25 hours per week**  
**Schedule - as needed**  
**\$27 - \$33/hour**

## **Background**

CreaTV San José is a nonprofit Community Media Center in downtown San José. Our mission is to inspire, educate and connect San José communities, using media to foster civic engagement. Serving the San José and Silicon Valley community since 2008, CreaTV is a nationally recognized Community Media Center focused on access to media and technology, the art of storytelling, and digital equity issues.

CreaTV manages four public and educational Comcast cable channels, airing more than 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 nonprofits, cities, schools and individuals wanting to produce content for the channels. Our vision is to give everyone in San Jose the opportunity to have a voice by providing access to tools, training and distribution platforms. We believe this can transform and deepen our community conversation.

We are at a pivotal juncture in our organization's history as we lead the effort to create a collaborative space activated by the community and designed to reflect the diversity of San José. Our goal is to redefine how creative spaces are developed and used to transform a community. This new venture - Open San José - will feature 18,000 square feet of office space, gallery and public spaces, a large studio, and multi-purpose rooms that are fully equipped with technology and designed to be used for live and hybrid meetings, rehearsal space, podcast and media recording, trainings, and more.

## **The Position**

Under the supervision of the Creative Services Manager, the Crewperson works in a variety of capacities on the production of CreaTV media production projects, as assigned. The ideal candidate has a combination of production skills, including television studio production, field production, video editing and post production. Specialization in one skillset, such as editing, producing, or videography, are also encouraged to apply. Candidates should be flexible, work well as part of a production team with varying experience, have excellent client/ customer service skills, and have an interest in creating media in a nonprofit environment.

**Typical Duties** (*may include, but are not limited to, the following*):

- Direct, produce, edit, shoot, light, or perform audio for CreaTV San Jose field

productions.

- Fill any of the following positions in a studio setting: director, technical director, camera, floor manager, lighting operator, audio engineer, CG operator, teleprompter operator.
- Set up and breakdown sets, field equipment, and portable studio kits.
- Other duties as assigned.

**Desirable Skills and Abilities:**

- Comfortable in all technical aspects of video production, including studio production, operating a variety of field cameras, lighting, sound engineering, and post production.
- Strong ability to shoot video productions in the field with minimal direct oversight.
- Basic to advanced knowledge of Adobe Creative editing products.
- Demonstrable experience with studio productions, and able to perform a variety of crew positions in a fast-paced environment.
- Basic hardware and software troubleshooting skills.
- Convey a warm and professional public manner.
- Work effectively with nonprofit and educational clients in providing production services.
- Work effectively in a volunteer environment.

**Other Desirable Qualifications:**

- Flexible availability, with some weekend and late evening shifts.
- Multilingual.
- Knowledge or experience with community media and public access television.
- May need to use a personal vehicle for business-related travel in San Jose.

**General Requirements:**

- Ability to lift up to 50 lbs. unassisted and climb up and down ladders.
- Vision and hearing must be sufficient to judge the quality of sound and video from A/V monitoring equipment (headphones, speakers, TV monitor screens, etc.).
- Must possess manual dexterity and coordination required to operate small push buttons and switches associated with electronic devices and switching equipment, as well as power tools.
- 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.

**To Apply:**

Please email a PDF **cover letter and resume** explaining your interest and qualifications for the position to [jobs@creatvsj.org](mailto:jobs@creatvsj.org) with the subject: **Production Crewperson**. Please, no phone calls or hard copies of materials through the postal service. Application materials will be accepted on a rolling basis or until filled.

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