

## **Sports Assistant Producer**

### **February 21, 2022**

#### **The Position**

The Sports Assistant Producer is a 30-35 hour per week full-time position within the Sports Department of WOSN (West Ohio Sports Network) under the supervision of the Sports Director working in concert with the Sales and Master Control departments. This position does require evening and weekend work, but much of the schedule is flexible. Although some duties can be performed remotely, there are “in-office” requirements especially during live shows and Friday and Saturday evenings.

#### **Requirements**

- Quick decision making under time and/or technical pressure.
- Embrace of the position as the last line of defense against mistakes making it to air.
- Ability to anticipate points of failure before they happen.
- Ability to enhance the channel through a contribution of ideas during departmental meetings. Must have valid Driver’s License and be insurable on station policy.
- Must communicate well with co-workers, managers and viewers.
- Deadline conscious and punctual. Exceptionally detail oriented and accurate.
- Must receive direction from multiple sources while also being self-motivated and independent.
- Must be respectful of the mission of ACTS, Inc. and its Christian mission.

#### **Duties and Responsibilities**

##### Master Control (WOSN Channel Production)

- Manage program and commercial break video content from multiple sources.
- Trim, segment and edit content as needed.
- Operate Master Control for live events.
- Edit the air-log to insure the channel is on time as scheduled.
- Communicate schedule changes and technical difficulties to viewers, the public and staff.
- Archive all content in asset management library.

##### Billboard Ad Producing

- Manage the production of Billboard advertisements in coordination with Sales Department.
- Create graphics to client specifications using Adobe Photoshop/Illustrator.
- Organize and schedule voice talent to record scripts.
- Edit graphics and voiceovers into Adobe Premier. Export and insert into air-log by deadline.
- Maintain an organized library of current graphic logos and voice work.

### Production

- Assist in Pre-Producing of full-length game broadcasts by:
  - o Using Sales Department documents to print game rundowns with correct sponsorships.
  - o Communicating with school athletic staff about our intent to broadcast events.
  - o Document communication and appropriately file game production information.

### Promotion

- Produce, edit and export channel promotional spots as needed, including:
  - o WOSN Broadcast Schedule (weekly)
  - o Individual game promotions (weekly)
  - o Individual show promotions (seasonally)
  - o WOSN Product Offerings (Apps, Website, etc) (upon product updates)
- Edit games down to two minute highlights reels and other assigned editing.

### **Education and Experience**

- High school diploma or GED required, Associates/Bachelors education/degree preferred.
- Experience with video editing (Premier Pro & After Effects) and graphic design (Photoshop)
- Marketing experience a plus.

### **Compensation & Benefits**

The hourly rate will range between \$14-\$17 commensurate with experience and expertise of the selected candidate.

Benefits include Health Insurance, Life Insurance, Retirement Plan, paid holidays and paid time off.