

Job Description

Job Title:	BrockTV Producer	Start Date:	ASAP
Location:	Remote	End Date:	April 30, 2021
Salary:	\$14.00	Hours:	5- 10 hrs. per week (varies based on projects)
Supervisor:	BTV Video Manager	Posting Open:	
Applications Accepted By:	<i>Email:</i> ed@brocktv.ca Please reference the position in the subject line.	Posting Close:	

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¶ Senior Manager, Marketing and Communications (Interim Basis) ¶

Deleted: jhallawell@brockbusu.ca

Why Work for Our Team?

BrockTV, a division of the Brock University Students' Union, is your student-funded and student-staffed online video channel dedicated to providing students with news, sports, entertainment, culture and arts programming. BrockTV provides staff and volunteers with professional, skill-building and leadership opportunities in a welcoming, creative atmosphere.

BTV was founded in 2005 by a group of film and communications students who were looking to gain hands-on audio and video production experience. With student funding (approximately \$250,000/year) BTV now employs 12-16 students (per year) who produce year-round content for the Brock community. Overall BTV provides the student body with a variety of creative material through both innovative and informative content.

Job Function

Each Producer is responsible for work downloaded to them by their superiors. Keeping up to date with knowledge of all aspects of production is a must. Responsible for taking rough edit to fine cut status, including, but not limited to, third party graphics, final audio mix, export, upload and archive. They are also responsible for promoting contests, and campaigns as needed by BrockTV. They will do this through social networking platforms and therefore hold an extensive knowledge of such. This position must attend production meetings on an agreed upon basis. **Note: This position may be held in addition to BTV Host. Applicants interested in both should note they are interested in both roles.**

Responsibility 1: Programming:

- Maintain a high level of contextual understanding of BrockTV's mandate for Brock University-related content
- Develop and maintain high-quality programming for weekly content while following both the BrockTV and BUSU policies and procedures
- Perform all other duties reasonably assigned by the supervisors

Responsibility 2: Production:

- Responsible for remotely assisting talent in camera, audio and lighting set up, as well as maintaining brand consistency and professional conduct
- Responsible for managing the production of live event streams, via technology such as OBS, Zoom, etc, and via platforms such as YouTube, Facebook and others
- Responsible for participating in and/or leading pre-production meetings with other BTV staff, talent, and other necessary parties to ensure a high-quality recording or livestream
- Determine blocking and overall look of each sequence
- Responsible for any/all shooting consent, on-screen waivers, and any/all related or necessary paperwork
- Input on writing, research and script with writers is suggested
- Work with the designated staff to achieve predefined shot composition and highest degree of audio quality
- Responsible for completing fine cut of segments, exporting and delivering to predetermined specifications accordingly
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Responsibility 3: Training:

- Dedicate time to self-training new skill sets and production abilities as well as attendance at training seminars

Requirements:

- Task oriented work ethic and independently driven to achieve high standards of quality
- Previous technical experience in video camera operation and video editing is an asset
- Strong organizational and communication skill sets
- Team dedication and commitment
- Mixture of both creative abilities and professional conduct is viewed as a strong asset
- Independent leadership abilities are also an asset

Human Relations Skills, Problem Solving & Accountability:

- Weekly contact with the Executive Director and Production teams
- Manage various tasks and projects assigned in a prompt and efficient manner
- Balance conflicting schedules
- Resolve technical conflicts that may arise

Additional Requirements:

- Legally eligible to work in Canada
- Minimum of 18 years of age at time of employment
- Must be a Brock University Undergraduate Student at the time of application
- Demo reels of portfolio material are encouraged, but not mandatory

Working Conditions 4:

PHYSICAL EFFORT

The majority of the work does not require a high level of physical activity. However, from time to time some physical labour may be required i.e. moving materials around the office or other items for special events, moving equipment to onsite shoots as well as the set up and tear down of equipment.

PHYSICAL ENVIRONMENT

There is a standard office environment, occasional driving to off-campus business, community events or conferences. As well as being on location to shoot videos. Some shoots may require staff to work outside in the rain, snow, cold or hot conditions. There is a secondary on site shoot location.

SENSORY ATTENTION

This position will use a computer, cameras, video equipment while communicating with students, staff and community members. The job requires a high level of concentration and focus.

MENTAL STRESS

The Senior Producer must be able to work flexible hours in order to be successful. Must be able to work in fast paced environment and work through complex situations

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

BUSU is an Equal Opportunity Employer.

Note: If you require accommodation at any time throughout the application process, or if this information is required in an accessible format, please contact jmccollom@brockbusu.ca and we will be happy to provide appropriate assistance pursuant to BUSU's Accommodation and Accessibility policies.