



Technical Director/Editor

Annual Salary Range: \$32,000 – \$40,000

Job open until filled

FORMS AND MATERIALS REQUIRED: Letter of interest describing how you meet or exceed the requirements and how you will help BITV advance its mission, a resume detailing your background, and completed BITV application are required.

PLEASE SEND APPLICATION MATERIALS TO: TD/Editor Search, Attn: Scott Schmidt, BITV, 7686 High School Rd., Bainbridge Island, WA 98110, or a scott@bitv.org. Call 206.780.2980 for further inquiries.

JOB SUMMARY: This is a fabulous opportunity if you have the necessary qualifications. BITV is a growing, innovative community television station. The BITV Technical Director/Editor works in the fast paced environment of live television. S/he produces, directs and edits BITV productions including news and sports, provides support for BITV members, and advances the education program with instruction.

DUTIES:

BITV Production Services

- Coordinates crew and directs BITV productions including "Live" City meetings and BITV productions
- Produce, direct, shoot, record sound and edit other productions as needed
- Maintain inventory of production supplies and gear
- Client liaison

Education

- Assist with curriculum development
- Teach classes
- Supervise and support students and interns

Member Support

- Assist members and manage their use of equipment and facility

Facilities Management

- Oversee production equipment use and maintenance
- Provide computer and internet technology support
- Coordinate and schedule production equipment use
- Manage studio and gear

Prepare Programs for Distribution

- Insure program compliance with class projects and BITV productions
- Prepare broadcast and duplication masters
- Design DVD cases and label

Organizational Support

- Assist in equipment research and implementation
- Provide reports and recommendations to Executive Director

Computer Support

- Manage member project files
- Update software and provide computer maintenance
- Provide systems administration for Macintosh computers

QUALIFICATIONS: *Candidates must have:*

- TD experience in live multi-camera production
- Thorough understanding of digital video cameras
- Live CG experience
- Remote multi-cam or news production experience
- Final Cut Pro proficiency
- Solid technical and troubleshooting skills
- Familiarity with installation and operation of video/audio systems
- Proficient with Macintosh hardware and software including OS X, Soundtrack, GarageBand, Motion, Color correction
- Proficiency with Adobe Photoshop, After Effects, Illustrator
- Understanding of codecs
- Design and print layout skills
- Familiarity with color correction
- College degree or equivalent experience
- Supervisory skills and experience
- Teaching experience
- Excellent people skills and ability to communicate well with youth and adults
- Flexible schedule, including evenings and weekends
- Ability to meet deadlines and to manage multiple assignments
- Ability to lift 40 pounds and willingness to work on ladders
- Familiarity with public access television and non profits
- A production reel that supports qualifications
- Client references

NECESSARY SPECIAL REQUIREMENTS: A valid Washington state driver's license, automobile and the ability to fulfill time commitments on Bainbridge Island. Commuting from Seattle would be extremely difficult and costly.

SELECTION PROCESS: Application materials will be screened for clarity, completeness, and qualifications. The most competitive candidates may be invited to an interview. Reference checks will be made for all competitive candidates.