

City of Waterloo - Community Access TV Student Trainee Part-Time Employment Opportunity: The Waterloo Community Access TV Station is offering Waterloo students a paid training opportunity to learn station operations. No experience is necessary because training will be provided. Student Trainees will be trained by mentors during regular station operations, such as filming meetings. Students must be at least 14 years old and have a work permit. Hours will vary weekly but will be primarily in the evenings and weekends, and work with the student's schedule. Wages \$10-\$15/hour, starting salary based on experience. Raises will be awarded at the Station Manager's discretion.

Job Title: Student Trainee

Department: CATV Production

General Job Description:

The Student Trainee will receive instruction in and may be responsible for these Station Operation tasks:

Videography: Operates the camera, is responsible for composition, focus, camera movement, and anything that comes within the domain of photography. Helps set up recording gear such as cameras, tripods, video lighting and audio equipment. After the recording session, helps break down equipment and return it to storage area.

Sound Mixer: Responsible for recording and production sound, and for the quality of the mixed and recorded sound during production. Operates the mixing console, recorder and associated equipment.

Editor: Selects and assembles the footage to create a story progression in accordance with the Manager's vision. The editor works closely with the Manager in viewing dailies to determine what takes are best used to tell the story. During editing the trainee will upload videos into the editing software to assemble a program, commercial, or a public service announcement.

Social Media: With supervision and guidance by the Manager, the student trainee enhances the WLOO CATV online presence by posting announcements, photos, and video clips.

Digital Processing and Rendering: Convert formats using post production equipment and software.

Create Digital Content: Use Photoshop and other software to create digital content for social media etc.

Livestreaming: Assist the Station Manager with setting up for and monitoring livestreamed events.

Miscellaneous Skills: Use a character generator. Audio mixing and teleprompter operation. Set design and programming. Graphic design. OBS live streaming.

A general employment application form is available at the online at www.waterloowi.us or at the Clerk/Treasurer's office, 136 North Monroe Street in Waterloo. For additional information contact Station Manager LaRon Davis at 920-478-3025 or at wloocatv@waterloowi.us Completed applications are to be returned to the Clerk/Treasurer's office. The City of Waterloo is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities.