

# **`Olelo Community Media**

## **Job Title: Media Services Associate**

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: 58

Reports To: Media Services Manager

## **Job Summary**

Media Services Associate is responsible for coverage of the Media Services Center and assisting the Media Services manager in the daily operations of the facility consistent with Olelo Community Media's policies and standards in the delivery of training, youth, and volunteer management services to the community.

## **Essential Duties**

- Provide exemplary internal and external customer service
- perform outreach and inform guests and community members about Olelo's services
- Check equipment in and out, ensuring it is in good condition prior to checkout and upon return; and follow appropriate protocols for missing/damage equipment
- Perform necessary office responsibilities including timely and accurate program submissions, data entry and reporting. Maintain a clean and organized work environment. Handle cash from transactions and other Media Services Center activities. Assist in reporting and maintaining an accurate inventory. Function as frontline security and report to appropriate staff any potential security or safety risk to the MSC
- Assist with Olelo events, including volunteer and outreach activities
- Serve as production crew member on EPs and Olelo Facilitated Productions
- Foster client and volunteer retention by providing training, technical assistance, mentoring and consultation

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Education**

Minimum of one-year in operation of television production, including studio and field production and post-production editing. Minimally an AA in related field or equivalent education and experienced desirable

## **Behavioral Characteristics**

- Technical aptitude and desire to learn new concepts and technology
- Ability to work both independently and in partnership with other team members, both at Olelo and

in the community, to achieve common goals.

## **Language Skills**

- Ability to communicate and work effectively with people of diverse social, cultural economic, age, gender, attitudes and racial backgrounds

## **Reasoning Ability**

- Ability to troubleshoot - minor diagnostic and repair capabilities

## **Computer Skills**

- PC knowledge, including Windows, Microsoft Word, Excel, and Outlook
- Knowledge of FCPX and other Mac production software as needed
- Ability to properly operate audio and video production and post equipment
- Ability to use technical quality control tools, i.e. waveform/vector scope

## **Certification and Licensing**

- Access to adequate transportation, possession of a valid driver's license, safe and responsible driving record and current no-fault auto insurance with at least the minimum state coverage requirements.

## **Tools & Technology**

- Minimum one year experience in operation of television production, including studio and field production and post-production editing with increasingly technical responsibility
- Ability to use technical quality control tools, i.e. waveform/vector scope
- Ability to properly operate audio and video production and post equipment

## **Physical Demands**

40+ hours weekly, including weekends and evenings on at rotating/irregular basis.

High levels of activity; air conditioned

Long periods of standing and sitting; long periods of computer or camera usage.

Ability to lift 40 pounds

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to wet or humid conditions; work near moving mechanical parts; outdoor weather conditions.

The noise level in the work environment is moderate noise.