

West Virginia Broadcasters Association

Broadcast Production Coordinator

Jobs in Broadcasting ,United States



Job Description

About the Role:

This is an exciting opportunity for someone passionate about media production to take a coordinator role in a fast-paced environment. You will be a key member of our team, overseeing and contributing to the production of live and recorded content for our digital platform, MetroNews Television.

Responsibilities:

- **Live Production:** Operate a NewTek TriCaster to produce in-studio programs, including switching cameras, managing audio, and integrating custom graphics.
- **Oversee Production Workflow:** Manage and optimize the production process for live streams and recorded content.
- **Team Leadership:** Provide guidance and direction to other production team members including show talent.
- **Post-Production:** Edit full show archives, create compelling segments, and produce short clips for distribution on social media and MetroNews Television.
- **Training:** Develop and conduct training sessions for team members on live show production workflows and new technologies.
- **Communication:** Effectively communicate with the Director of Content, show talent, and other team members.
- **Social Media:** Oversee the posting of content to social media platforms.

Preferred Skills and Experience:

- Strong understanding of studio systems like NewTek TriCaster, Vimeo, Adobe Premiere Pro, Photoshop, and robotic camera systems.
- Extensive knowledge and experience in live streaming and digital media production.
- Proficiency in PC/Mac computer editing software (Premiere Pro & Final Cut Pro X).
- Excellent leadership, communication, and multitasking skills.

- Ability to work well under pressure, make real-time decisions, and manage a team.

Requirements:

- Bachelor's degree in media production, communications, or a related field.
- Minimum of 3 years of experience in a media production environment.

To Apply:

Please submit your resume and cover letter to jobs@wvradio.com

WVRC Media is an equal opportunity employer and is dedicated to providing broad outreach regarding job vacancies. We seek the help of local organizations in referring qualified applicants to our company. Organizations that wish to receive our vacancy information should contact Kelly Ayersman at WVRC Media by calling 304-296-0029.

Company Details

Name	Kelly Ayersman
Phone	3045543905
Email	kelly.ayersman@wvradio.com
Address	260 Spruce St,United States - 26505

More details

Business Name	WVRC Media
Education	Graduate
Job Type	Full Time
Job Status	Interviewing
Job Shift	As Scheduled
Required Travel	As Assigned
Link To Apply	Apply Online