

Internships and Work Study: Media Operations Assistant

Possible Assignments: General operations, production crew, or youth media assistant

Reports to: Senior staff as assigned

Site Supervisor: Deborah Vinsel, CEO – 360-956-3100 x 101

Summary: The Media Operations Assistant works with TCMedia staff in a variety of situations. This position supports our media production services, media education, and youth media activities. The Media Operations Assistant works in collaboration with other TCMedia staff to provide technical support to community members when they are using TCMedia facilities and equipment, is a crew member on video production projects produced by TCMedia for clients, assists with training workshops, and provides general support for facility operations/

Duties

Media Operations Assistants are assigned duties based on TCMedia's needs and the individuals specific skills and availability. Duties may include some or all of the following:

1. Assisting / teaching media production workshops; serves as the staff for youth media summer camps when applicable.
2. Supports TCMedia facility operations and provides technical support to community producers when they are in the studio or edit suites.
3. Supports TCMedia productions as a crew member in a variety of positions i.e. editing, camera, directing. Produces videos as assigned.
4. Answers phones/reception duties, checks portable equipment in and out of the facility to community members, makes reservations for member equipment use

Skills / Qualifications:

- Training or coursework in video production, multi-media production.
- Basic knowledge of video equipment operation and production techniques.
- Ability to develop and maintain positive relationships with staff, volunteers and community members.
- Ability to work independently or with a team, follow through on assignments, meet deadlines.
- Good written and verbal communication skills.
- Demonstrated commitment to equity and inclusion.

Schedule: We will do our best to accommodate your class schedule. However, some evening and/or weekend shifts are required of all staff.

About Us

TCMedia is a nonprofit community media center serving greater Thurston County. We operate 4 local cable channels, offer media production training to individuals and organizations, and provide access to media production tools to community members to create noncommercial videos. Our mission is to provide communication resources that empower community voices and build stronger communities. TCMedia is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. We welcome the unique contributions you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, religion, disabilities, sexual orientation, and beliefs.

To Apply: Send a PDF resume and cover letter to introduce yourself to Deborah Vinsel, CEO, dvinsel@tcmmedia.org