



## Job Opening Notification

**Position** PT Production Assistant  
**Issued** June 1, 2021  
**Close** Until Filled  
**Location** Oklahoma City

The Oklahoma Educational Television Authority announces the opening of the part-time position titled Part-time Production Assistant located in Oklahoma City. The most qualified candidate(s) will be contacted for an interview. Reporting to the Production Manager, this position requires an individual with multiple skills for a variety of functions in the production department.

## Responsibilities

OETA is looking for a motivated individual to work in a dynamic and diverse television production environment. Responsibilities will include editing, camera operation, lighting, set construction, audio mixing, on-air graphics play-out, studio operations, and media & web content management.

## Qualifications

- A minimum of two years educational background emphasizing television production
- Two or more years of practical job experience can substitute for educational requirement
- Must have hands-on skills in editing, Avid, Adobe Premier, Photoshop
- Must have experience with camera operation and live audio mixing
- Must have experience in lighting and set construction
- Troubleshooting skills a plus
- Must be able to lift up to 50 pounds and climb ladders
- Must have a valid Oklahoma driver's license

## Compensation

Hourly pay of \$13 with up to 20 hours per week.

## How to Apply

Applications available at OETA offices and website: [www.oeta.tv](http://www.oeta.tv). Send resume and tape to: Personnel, OETA, P.O. Box 14190, Oklahoma City, Oklahoma 73113, (405) 848-8501. Audition tape required.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.