

JOB TITLE: Show Director

STATUS: Part Time

REPORTING RELATIONSHIP: Reports to PEG Access Studio Coordinator

JOB SUMMARY: The Show Director is responsible for the look and sound of a production and its technical standards. The director has the job of making sure all committees, commissions and boards and the ACTV crew work together effectively and efficiently to broadcast the meeting. He assures that the meeting is aired on time. He understands every aspect of the filming, knowledge about the camera, sound, editing, lighting, etc.

MAJOR DUTIES:

- Guide the production of programs for the station.
- Provide direction to the television crew in regards to lighting, camera positioning and the use of other necessary equipment
- During filming of live telecasts, directors give instruction to the crew from the control room regarding camera angles, lighting adjustments, transitions to and from speakers, etc.
- During post-production, directors oversee the editing, music and mixing of the completed program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Ability to correctly setup equipment in control room for live broadcast including preparing and labeling media for playback recording and archive, powering up broadcast equipment including monitors and video switcher and plugging correct audio cables into audio mixer
- Ability to correctly operate character generator including finding and opening correct show graphics files, editing show graphics, broadcasting graphics over video feed, saving and closing appropriate files
- Ability to oversee the setup of cameras and microphones by camera people and ensure equipment is properly wired and functioning prior to broadcast.
- Perform camera and microphone checks prior to broadcast.
- Ability to correctly start live broadcasts including starting recording on playback and archive decks, setting audio levels for broadcast and putting up microphone audio, taking down bulletin board music, putting up appropriate show graphics, putting up appropriate camera and notifies board/committee and camera people of start of broadcast
- Ability to direct live broadcasts including monitoring audio levels, monitoring camera shots including correct framing, focus, and iris settings, correct use of video switcher, directing camera people which shots to get and broadcasting appropriate shots and putting up appropriate graphics.

- Ability to end live broadcasts including turning off and unplugging microphones, running end credit graphics, initiating playback of Bulletin Board graphics at conclusion of live broadcast, correctly archiving and labeling media with show name, date, and run time (if applicable), programming recordings for reboot (if applicable), powering down appropriate equipment, making sure camera people have correctly powered down and put away appropriate equipment and leaving control room in clean and orderly state
- Demonstrates sound judgment in notifying Station Manager of any equipment malfunctions or problems prior to, during, or at the conclusion of a broadcast.
- Follows all safety precautions and procedures for using and handling equipment and facilities.
- Acts appropriately and professionally as a representative of Atkinson Community Television and the Town of Atkinson.
- Treats and interacts with co-workers, supervisors, and public in a professional and courteous manner.
- Attends training workshops as required by PEG Access studio Coordinator to maintain certification on equipment.

PHYSICAL DEMANDS:

The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items of up to 50 pounds. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT:

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines)