



JOB OPENING

PRODUCTION ASSISTANT

WSIC (Iredell Broadcasting) is seeking a part-time Production Assistant to aid in production and delivery of content for its various platforms. This position will require approximately twenty hours per week with the opportunity for advancement based on skills.

Job Requirements

- Work as an in-studio board operator as needed.
- Update station website with provided information.
- Edit commercials and other audio content as needed.
- Willing to work occasional nights and weekends as needed.
- Knowledge of, or willingness to learn, basic video editing techniques to be used for editing commercials, programs and other content.
- Open to feedback and professional development.
- Strong critical thinking skills are a must.
- Must be self-motivated and able to work independently to meet or exceed goals.
- Must have reliable transportation.
- Basic understanding of Adobe Audition (or similar program), and WordPress is a plus.
- Basic understanding of Microsoft Office products.
- Willing to perform other duties, as assigned.
- Legally eligible to work in the United States.

Working Conditions

- Office/studio environment. Prolonged sitting in office/studio.

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position, and is not to be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the company.