



## Summer Associate Producer

\$10.50 per hour X 35 hour per week for 16 weeks (approx. May 10 – Aug. 30, 2010)

Level of Education: MINIMUM one year post-secondary

**PLEASE NOTE: THE AVAILABILITY OF THE POSITION IS CONTINGENT UPON THE RECEIPT OF CANADA SUMMER JOBS (CSJ) GRANT. DATE OF CONFIRMATION MAY 5, 2010.**

### Primary tasks and responsibilities (primary as in NOT THE ONLY ONES)

- Coordinating summer programming of half hour video magazine show, which includes running production meetings and assigning duties (reporting, camera operation and editing) and organizing shoots
- Various administrative tasks: cleaning and maintaining the NUTV studio and office space; signing up new members; equipment bookings for shoots; maintaining database of production credits; covering office hours for NUTV staff; other related duties
- Conceiving, planning and executing a short documentary or drama (summer "indie")

Training under NUTV's Producer/Program Director, the successful applicant will learn the role and responsibilities of a producer in the television workplace. Preference will be given to those who are proficient using **SONY DSR 300 video cameras** and the **Final Cut Pro editing suite**. This position involves some leadership and the facilitation of volunteer learning. The successful applicant must be a clear communicator, detail-oriented, and capable of project planning and execution. Additionally, it will be important in this position to follow directions, and also to work independently in a responsible manner.

This position is directly supervised by the NUTV Producer/Program Director with additional support and mentorship from the NUTV Training/Technical Director.

### Skills to be learned

- Volunteer Management
- Television Production (working in a team setting)
- Decision-making and problem solving
- Advanced Camera and Editing Skills
- Office Administration

NUTV promotes health and safety practices in the workplace. The successful applicant will go through an orientation at NUTV with emphasis on workplace safety upon commencement of the position.

NUTV encourages applications from members of visible minority groups, persons with disabilities and Aboriginal/First Nations peoples. **Candidate must have been registered as a full-time student in the previous academic year, and intend to return to school on a full-time basis in the next academic year. Please outline your ideas for a summer independent production (final duration of 10 minutes).**

**Deadline: Monday, April 19, 2010 at 4:00 p.m.**

Send résumé and cover letter via e-mail to:

[jthardjo@ucalgary.ca](mailto:jthardjo@ucalgary.ca), [subject line: AP Summer 2010]  
Justin Hardjowirogo/Producer & Program Director, NUTV