

**MOUNT CARMEL AREA SCHOOL DISTRICT**  
**TELEVISION STUDIO DIRECTOR**

This full time position will start on January 2, 2023. The goal of the district would be to have this individual work with the current Television Studio Director, Mr. Dave McFee the second half of the academic school year. Mr. McFee will be retiring at the end of the 2022-2023 school year.

Work Schedule: 185-Day Schedule (*This position is included in the Professional Employee Contract, not teacher CBA.*)

Salary: Negotiable with related experience

Summer: Up to 20 days over the summer at yet to be determined hourly rate.

Qualifications: Experience in Electronic Technology, Business Administration/Marketing, and/or Instructional Technology.

Duties:

1. Facilitate testing and preparations for morning news which begins at 7:30. Observe and assist when necessary in control room operation of morning news. Monitor audio and video levels for three separate feeds to local cable, closed circuit, and internet (Youtube).
2. Under the direction of the Business Education teacher, the Television Studio Director will help lead Communication Media classes during the academic school day.
3. Prepare and monitor programming on channel 13 (Service Electric) until 9:30 am.
4. Maintain community bulletin board by making or assigning slides representing community and school events.
5. Facilitate or take newspaper photos and videos for school district news.
6. Update school website as instructed using WordPress.
7. Edit programming such as school concerts and sporting events using Final Cut Pro.
8. Maintain positive relationships with sponsors and work together to produce underwriting spots for programming.
9. Assist students in the basic operation of Final Cut Pro. Check all student work for appropriateness and adherence to technical specifications, under the direction of the Business Education Teacher.

10. Archive all school and community events recorded in two different media formats. Log, organize, and store the archived media.
11. Take orders and copy media for the public when requested.
12. Maintain and organize adequate space on available district hard drives.
13. Assist and instruct students on the proper use of television equipment including operation, calibration, communication, assembly and storage.
14. Assist students in best practices of ENG including composition and media capture.
15. Coordinate with the News Reporting Teacher to obtain and prepare all graphics, video and media assets for each news day. Ensure all assets are saved and loaded in software applications the day before deployment or morning of in the event of previous night coverage.
16. In cooperation with teachers, schedule times and arrangements for student pictures or videos with minimal interruption of their daily schedules.
17. Ensure no copyright infringements occur during programming, and if so take appropriate action immediately.
18. Perform minor repairs on cables and equipment when necessary.
19. Set up and test all remote production equipment used in school recorded events. Verify proper operation including lighting, and public address sound systems.
20. Provide photography or instruct students on photography basics and composition in support of the yearbook.
21. Keep cameras, tripods and media accessories working properly.
22. Make decisions regarding repair or replacement of necessary studio equipment.