



City of Torrance – Cable & Community Relations

Title: Production Volunteer
Location: Telecommunications Building

Position Overview and Impact:

The Office of Cable & Community Relations relies on volunteers to provide support to the department as we produce programs for our community. Many of the programs the volunteers will get a chance to participate in are produced in the television studio such as: The SportsDesk and This Week in Torrance. When a supervisor is present, the volunteer(s) may have the opportunity to go on location to assist in recording the sports or community events. Our goal is to give students a successful opportunity to gain experience in the television industry.

Key responsibilities:

- Assist in setting up equipment in the studio and in the field for television productions such as: cameras, lighting, teleprompter, etc.
- Assist in cleaning studio, production vans, and edit bays.
- Assist in logging and labeling tapes and DVD's.
- Assist with other assignments as directed by the Supervisor.

Requirements:

- Must be 18 years of age or older and graduated from High School
- Excellent customer service skills
- Professional video camera knowledge
- Basic video editing, Avid is preferred
- Electronic graphics is a plus

Training & Support Provided:

A Supervisor will train volunteers on all task and assignments.

Time Commitment:

Variable hours to be arranged according to your schedule, open availability preferred.

Benefits of Volunteering:

The Office of Cable & Community Relations supports the community as they pursue lifelong educational opportunities. Volunteers are an instrumental part of extending our mission of open communication to the entire community and spreading the word about Torrance CitiCABLE and the City of Torrance. In return the volunteers will be rewarded with exceptional television experience while being introduced to a network of working professionals.

Contact Person(s):

- Ed Wilson, Production Supervisor, 310-618-6338.

Selection Process:

Apply online at
<https://www.volgistics.com/ex/portal.dll/ap?AP=671916624>.
Select Production Volunteer as your assignment preference. Please provide specific information regarding your skills and experience in the application form.