

**CITY OF TORRANCE**  
**CABLE TV PRODUCTION ASSISTANT – PUBLIC ACCESS**  
**RECURRENT**



**Salary:** \$13.33 to 15.42 per hour

**Final filing date:** Applications accepted until further notice

**The Position:** The Office of Cable and Community Relations has part-time positions to assist in public access television customer service, instruction, production, and operations. Candidates must have flexible working hours and be available for evening and weekends.

The position requires a minimum of one year of paid television production experience (commercial, corporate, educational, or cable television). Candidates should be experienced and or knowledgeable in the following:

- ☑ Basic customer service skills.
- ☑ Set-up and operation of single and multi-camera field and studio productions.
- ☑ Set-up and operation of teleprompter and recording devices.
- ☑ Set-up and operation of audio mixing for studio and field environments.
- ☑ Creation of electronic graphics for television production.
- ☑ Set-up lighting for field and studio environments.
- ☑ Set-up and operation of post-production equipment including editing, program distribution, and media duplication.

Candidates should be able to perform duties with a minimum amount of supervision and direction.

Ideal candidates will have an enthusiastic attitude towards customer service, training, field and studio television production, Radio, Music and Audio Production and experience working for a public access cable operation. Knowledge of Adobe Premiere, Photoshop, Illustrator, After Effects and Indesign; Avid Pro Tools, NewTek Tricaster, Camera Control Units, Chroma Key, 360 Server, Crispin Automation, and Dekocast.

If you are interested, please email resume to:

**Don Fefie**  
Torrance Community Television Coordinator  
City of Torrance  
Office of Cable and Community Relations  
3350 Civic Center Drive Suite 100  
Torrance CA 90503  
[TCTV@TorranceCA.Gov](mailto:TCTV@TorranceCA.Gov)