



Position Title: Production Assistant

Manager: Tom Lister, Director of Operations

Hours: 12-24 hrs/week. Increase in hours for summer vacation relief will be needed.

Location: Lethbridge

Projected Start Date: April 15th, 2020

Essential Duties & Responsibilities

- Assist with Studio & EFP General Production; This would include but is not limited to: camera operation, teleprompter operation, floor directing, technical directing, lighting, production software operation & sound booth recordings.
- Create still graphics as per assigned.
- Assist with EFP gear & equipment maintenance
- Assist with A/V post-production as assigned

Qualities/ Strengths

- Critical Thinking, Problem Solving
- Creativity and the gumption to suggest ideas and efficiencies
- Attention to detail including spelling, gear settings, tidy work space and file management
- Above average communication skills
- Video Post-production experience

If you feel you're the right candidate for the job, please apply with resume, cover letter and portfolio to ATTN: Tom Lister, and send to jobs@miraclechannel.ca

Notes about our Organization

The Miracle Channel is a non-profit organization that's been committed to broadcasting faith-based programming across Canada since 1996. Miracle Channel is a professional and inclusive work environment. All team members are required to respect one another, as well as their beliefs and worldviews.