

TITAN TV EXECUTIVE BOARD

2019-2020 Hiring Announcement

Operations Manager



Primary Responsibility: The Operations manager assists producer with technology and workflow issues. S/he researches and makes suggestions to executive board about pressing technology and facility improvements.

Tasks

- Assist with the development of shows
- Meet with producers about pre-production, production, or post-production issues
- Create each semester's production schedule and equipment list in conjunction with producers
- Assist Producers and other Titan TV members with technology and workflow issues
- Maintain studio use schedule and oversee the maintenance, organization, and cleaning of the studios
- Record minutes at all Executive Board Meetings and Station Meetings
- Perform at least two posted weekly office hours within West A/C
- Other duties as assigned by constitution, executive board, or advisor

Pay Rate: \$8.00/hour

General Executive Board Requirements

- Able to serve entire 2019-2020 Academic year (June 2019-May 2020)
- Maintain *at least* 6 credits (half time) during each semester of the academic year
- Maintain a 2.5 GPA
- Serve on no more than 2 UWO Executive Boards (including this appointment)
- Good standing with Titan TV and University of Wisconsin Oshkosh

How to apply: Application and official job postings can be found on the Titan TV website (www.uwosh.edu/titantv) under the resources tab.

Send completed application, cover letter, and resume *electronically* to Director of Television Services, Justine Stokes at stokesj@uwosh.edu.

Cover Letter should include the following: why you are applying for the position, why you are qualified, and an overview of what you would do in the position if hired. Resume should be current and include the following information: relevant experience with Titan TV and other student media organizations, internships, work experience, relevant class work, and skills.

Applications are due by email to stokesj@uwosh.edu on April 5, 2019 by 11:59 p.m.

Applicants must be available for interview if requested by the Search and Screen Committee during the week of **April 8th**. More details to follow.

