

## Requisition Posting Details

Requisition #: 22-1544 - Floor Crew

About Us: Mountains, streams, deserts, ancient ruins, world-class art, varied culture and a crazy-good brew and food scene. That's the New Mexico life KOB 4 employees enjoy every day. The variety represented in our state drives a news organization that covers a wide range of stories from award-winning investigations and special projects to heart-touching profiles of people and real life issues you won't find anywhere else. Sound good? Come live in an amazing state and join the KOB 4 team as we proudly "Stand 4 New Mexico"!

Job Overview: This position is responsible for all of the studio production elements as well as the operation of studio cameras and production equipment for live and recorded television newscasts and shows.

### Job Responsibilities:

- Partner with peers, on-air talent, producers, directors, managers, and members of the public to help ensure a professional TV newscast/show is produced.
- Operate and move TV cameras (studio and remote) and teleprompter.
- Floor direct for live and pre-recorded productions following scripts, verbal commands and non-verbal cues.
- Communicate clearly and quickly using verbal and non-verbal cues to talent.
- Assist talent as directed by supervisor.
- Aid in the preparation of scripts and materials for productions.
- Set-up props, furniture and other items including building, lifting, arranging, lighting and cabling needed for production. Tear down, clean, and removal of same.
- Communicate supply and material needs.
- Maintain studio by cleaning, vacuuming, floor buffing, storage, maintenance, and organizing equipment and set materials.
- Respond and work well in a crisis and during breaking news. Handle last minute and unexpected changes. Communicate quickly and clearly to others.
- Report to work on time and work established schedule/hours. Ability to work other hours or alternate schedules as needed. May travel and work on location but only on a very limited basis and in special circumstances.
- Complete other duties as requested and needed.

### Qualification:

- High school diploma or equivalent on-the-job experience.
- Prior television production experience helpful.
- Must have knowledge of broadcast production equipment, techniques and language or be able to learn.
- Ability to work well with people while handling stressful situations. Ability to work effectively in a high intensity environment.
- Computer experience needed.
- Must be able to work various hours including nights, weekends, and holidays. Schedules may vary.
- Ability to work in compliance with company policies and procedures.
- Ability to communicate in English, both verbally and in writing.
- Work with time sensitive information under tight deadlines and in pressure situations
- Ability to read, hear and speak clearly and follow both oral and written direction.
- Ability to think critically and quickly and to articulate information in clear, concise manner to others.
- Physical Requirements:
  - Manual dexterity and fine motor skills to manipulate computer keys, cameras, teleprompter and board controls as well as general office equipment (telephone, copier, etc.) for extended periods of time.
  - Must wear headset during course of work.
  - Sit and/or stand for extended periods of time.
  - Above average pushing and pulling, bending and stooping. Climbs ladders. Lift up to 20 lbs. alone.
  - The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.

EEO Statement: We are an equal opportunity employer.