



# Assistant Episode Producer (TV Western on Rogers)

## **Summary:**

TV Western (the show) runs on Rogers Cable from September to May and the Assistant Episode Producer helps the Episode Producer plan and coordinate development of a particular episode of the show. They also work closely with Reporters, Videographers and Editors to ensure that the show episode is in line with tvWestern.ca editorial, quality and interest guidelines. The Assistant Episode Producer is responsible to the Episode Producer.

**Time:** 10-12 hour per week.

## **Accountabilities:**

- Assist the Episode Producer in creating an outline of the program
- Coordinate various aspects of production, such as audio work, scenes, music, timing, camera work, and script writing
- Review production to ensure objectives are attained
- May coordinate production details to produce individual stories on campus, or from locations distant from the campus
- May obtain costumes, props, music, or other equipment or personnel to complete production
- Ensure content being aired complies with Rogers and tvWestern.ca policies and programming standards
- Collaborate with external groups in creating content for tvWestern.ca as well as acquiring content
- Perform other essential duties as assigned

## **Qualifications:**

- Current UWO Student
- Experience leading in a team environment
- Ability to complete assignments and give direction
- Knowledge of television/video production process
- Group facilitation skills and computer skills
- Ability to lead, organize and inspire others
- Ability to initiate, exercise sound judgment to solve problems and plan thoroughly