

Vegas PBS - TV Assistant

Position Details

Class Code: 4840

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direct supervision, assists with studio and field productions, including operating studio and field cameras and performing basic video editing. Responsibilities also include operating various audio consoles, teleprompter systems, and other related studio equipment.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates studio cameras for Vegas PBS productions, adjusting focus, zoom, and framing of shots, and maneuvering the camera on a pedestal to execute smooth push-ins, pull-backs, and elevation changes as directed by the Director.
2. Positions, adjusts, and operates lighting equipment for television broadcasts.
3. Assists with the setup and teardown of equipment for studio and field productions.
4. Operates and adjusts audio equipment in accordance with scripts and instructions.
5. Operates and assists with studio and field audio/video equipment.
6. Performs basic edits under limited supervision, including ingesting digital content, trimming clips, adjusting audio levels, and assembling video sequences using non-linear editing software.

7. Assists with the movement of set pieces, provides lighting and A2 audio support, and manages cabling for studio productions.
 8. Under supervision, operates teleprompters, graphic systems, and other control room equipment.
 9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Assists in production and broadcasting activities relating to educational television.

Knowledge, Skills, and Abilities (Position Expectations)

1. Embraces, actively supports, and develops the corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
 2. Knowledge of fundamental studio and field equipment principals.
 3. Knowledge of video cameras and fundamental editing.
 4. Ability to read and interpret written and verbal materials.
 5. Ability to learn television broadcast and production procedures and practices.
 6. Ability to meet predetermined deadlines.
 7. Ability to focus on accuracy and attention to detail.
 8. Ability to read and apply FCC rules and regulations.
 9. Ability to communicate clearly, both verbally and in writing.
 10. Ability to carry out assignments to completion.
 11. Ability to work flexible hours or shifts.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Two (2) years of work experience in television production.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record, which must be maintained for the duration of the assignment.

Preferred Qualifications

Familiarity with television production and broadcast systems.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District (CCSD) facilities – TV station, schools, and remote location sites.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs. constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and

balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office, studio and field settings. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, computers, television monitoring equipment, video cameras, video recording servers, audio/video patching systems and consoles, studio television cameras, various sound equipment and other related television equipment.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/03/25
- Created: 05/04/93