

**TV Production Assistant**

Assist in all aspects of television production for the Host Broadcaster and the European Broadcast Union. Assist in administration functions of the International Broadcast Center. Duties include: answering telephones, distributing information, and check in and registration of IBC members. Must be professional and courteous. Must have attention to detail and flexibility handling multiple requests. Must be prepared to work under pressure. Knowledge of the event and the Vail Valley necessary. Production experience a plus but not necessary. German language skills are a plus.