

# KIT-TV Volunteer Job Description

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## 1. Position Title

The Volunteer will record videos of events within Tipp City/Monroe Township and topics of interest to the local community. Opportunities and times will vary during seasons within the year.

## 2. Work Location

Site locations may also vary depending on what is being filmed. Site location could be in our KIT-TV Studio, in a person's home, on the street or in an organization's building. The Volunteer will need to provide transportation to and from the filming site.

## 3. Purpose of the Position

Since KIT-TV is a PUBLIC CABLE ACCESS non-profit organization, it is necessary to get news and information out to the public with as little cost as possible. We are in the process of building our viewing audience by providing them with more current information in a timely manner.

## 4. Responsibilities and Duties

The Volunteer's responsibility and duties will be to film various events and documentaries within the community. The Volunteer may film unassigned things of interest to the public to be aired on KIT-TV. The Volunteer will be in charge of editing of these events.

## 5. Training

### **NO EXPERIENCE REQUIRED AS WE WILL TRAIN EACH INDIVIDUAL**

The Volunteer will receive training and any specific training for a unique assignment. We will also provide training on how to use our editing software on the MAC and Windows PC. We currently have Final Cut Pro by Adobe and Adobe Premier 8 and Adobe Premier Pro CSS for this purpose.

## Other

Revised: April 4, 2012

For more information call: 667-8622 or e-mail us @ [admin@kittv.org](mailto:admin@kittv.org)  
Normal Office hours: 10 a.m. – 12 p.m. and 1 p.m. – 2:30 p.m. M W F.