



Vision Communications has a
job opportunity for a
Video Producer

Film, edit and schedule commercials, local and sporting events including writing scripts and voiceovers for commercial spots. Encodes to head end for broadcasting.

Qualifications

1. Good knowledge of video production equipment, video editing software, video artistic styles, photographic techniques, and processes.
2. Imagination and creativity are desirable personal qualifications.
3. Audio engineering knowledge preferred.
4. Knowledge of Cable Company's services area and style trends in the area.
5. Applicant must possess a valid driver's license.

Primary Duties

1. Videos commercials, local and sporting events.
2. Determines graphics and sound needs, content and format of video production.
3. Edits video tape and encodes to head end for broadcasting and download schedule of programs to head end for airing.
4. Carries out specific pre-production and post-production duties such as editing, dubbing and preparing final production versions for showing.
5. Writes scripts and voiceovers for commercial spots.

Working Conditions

1. Required to work various tours including split tours, day, evening and night as established to meet service requirements. Work schedule is altered frequently and abruptly to ensure proper staff coverage.
2. Scheduled tours cover Monday through Sunday as assigned.
3. Stands for extended periods of time.
4. Inside & outside environmental conditions.

Applications Accepted

Friday, March 12, 2010 through Friday, March 26, 2010

Applications Available

- Vision Business Office, 115 West 10th Blvd, Larose LA 70373
- Applications Available at www.viscom.net/careers.php

THIS JOB IS OPEN TO THE PUBLIC.

EQUAL OPPORTUNITY EMPLOYER

VISION COMMUNICATIONS
An affiliate of SJI Services, LLC
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Video Producer
DEPARTMENT: Production
SUPERVISOR: Marketing & Production Supervisor
EEO CLASSIFICATION: Technicians
FLSA STATUS: Non-Exempt
DATE: March 2010

PURPOSE: Film, edit and schedule commercials, local and sporting events including writing scripts and voiceovers for commercial spots. Encodes to head end for broadcasting.

DAILY DUTIES:

Duties may include but are not limited to the following:

1. Videos commercials, local and sporting events. Observes for speed, motion, color contrast and lighting effects in potential videos. Focuses and centers parties in the video and/or photograph or handles special needs for photography. Records names and titles of persons in each video and still photo operating independently without reporter.
2. Determines graphics and sound needs, content and format of video production.
3. Edits video tape and encodes to head end for broadcasting and download schedule of programs to head end for airing.
4. Carries out specific pre-production and post-production duties such as editing, dubbing and preparing final production versions for showing. Produces clips to be used for promotional purposes.
5. Writes scripts and voiceovers for commercial spots.
6. Selects and uses company-provided video and photographic equipment to record events. Reports defective equipment or low level of supplies to the Marketing & Production Supervisor.
7. Determines lighting needs, sets audio, and positions video camera to determine appropriate shots of persons and objects. Instructs video subjects in the program.
8. Operates appropriate videotaping editing console, time base correctors, character generator, and audio board.
9. Performs all routine servicing, installation and adjustment of video production equipment and cameras.
10. Reviews quality of work regularly with Production Staff to discuss changes, improvements, etc. Recommends equipment purchases, and studio design etc.

11. Completes paperwork associated with each work assignment in a timely manner.
12. Performs any other duties as assigned or as needed.

PERFORMANCE STANDARDS:

Details referenced in department evaluation systems.

Works to meet deadlines.

Performs precise detailed work without supervision.

Adheres to quality assurance standards.

Competency in established practices and procedures.

Accepts responsibility.

Communicates effectively.

Competency in established practices and procedures.

Maintains confidentiality.

Provides services that meet Management, employee, and customer expectations.

Utilizes appropriate safety equipment and follows established safety guidelines.

Works well with others and provides assistance willingly.

JOB SPECIFICATIONS

QUALIFICATIONS:

Good knowledge of video production equipment, video editing software, video artistic styles, photographic techniques, and processes.

Imagination and creativity are desirable personal qualifications.

Audio engineering knowledge preferred.

Knowledge of Cable Company's services area and style trends in the area.

Applicant must possess a valid driver's license.

Performs routine clerical duties (operates office machines, typewriters, computer terminals, filing, recordkeeping, etc.)

Expands upon job skills through seminars, workshops, and on-the-job training.

Possesses a broad perspective of the Vision organization, administration standards and regulations.

ABILITIES:

Physical Activity: Climbing, crawling, crouching, feeling, grasping, hearing, kneeling, lifting, pulling, pushing, reaching, standing, stooping, talking, and walking.

Physical Requirements: Must be able to safely lift, unload and move current equipment/inventory weighing at least 35 pounds. Current inventory of heaviest camera is approximately 35 lbs; heaviest tripod is approximately 15 lbs. Equipment is to be transported in two trips to ensure employee safety. The 35 pound camera may be used for level surfaces, but not used for the stair climbing task.

Visual Acuity: Seeing distant, color perception, depth perception, reading, visual inspection involving small defects and parts, operation of machines using measurement devices, assembly or fabrication of parts at distances close to the eyes.

SUPERVISORY RESPONSIBILITY:

None.

SUPERVISION RECEIVED:

Works independently on routine matters requiring considerable initiative and judgement.

WORKING CONDITIONS:

Required to work various tours including split tours, day, evening and night as established to meet service requirements. Work schedule is altered frequently and abruptly to ensure proper staff coverage.

Scheduled tours cover Monday through Sunday as assigned.

Stands for extended periods of time.

Inside & outside environmental conditions.

Subject to atmospheric conditions such as fumes, odors, dusts, mists, gases.

Subject to hazards including a proximity to radio frequencies, moving mechanical parts, batteries, and electrical current.

Subject to noise and vibration.

Communicates verbally and in writing with management, employees, customers, and vendors.

Performs multiple tasks simultaneously.

Travels to meetings, workshops, and worksites.

Works with constant interruptions.

APPLICATION INSTRUCTIONS

The "Application for Employment" included in this packet *must* be completed.

If applying for more than one job opening, an application must be completed for each position. (Example: If applying for 3 jobs that are open, 3 applications must be submitted - one for each.)

We do not accept resumes under any conditions.

Do not leave any questions unanswered.

Please print clearly. You may offer more than one telephone number where you can be reached including an after-hours number.

- Page 1: Self Explanatory.
- Page 2: The "Special Skills, Education, and Qualifications" section is very important in our review process. This is where you will state the skills, knowledge, experience, etc. which qualify you for further consideration. Refer to the enclosed job description and job opening data for assistance in knowing what we require or state as beneficial.
- Page 3: The "Employment Experience" section provides space for your last three jobs. Use the insert sheet provided if your entire employment history cannot be shown on page 3.
- Use the "References" box to list other references. Please include a phone number where the reference may be reached.
- Page 4: Three important conditions required of this company are on page 4. Your consent and release will be acknowledged by your signature appearing in the three designated places.
- Insert Sheet: Completion of the "Applicant Data Record" is voluntary. It in no way affects the further disposition of your application. This page is removed and sent to a compliance file used for government reporting.

Completed applications may be dropped off at Vision Communications Business Office located at 115 West 10th Blvd. in Larose or mailed to:

Vision Communications
P.O. Box 188
Larose, LA 70373

Attn: Human Resources Representative

Applications must be received before the application deadline date.

If you should have any questions please feel free to call the Human Resources Representative at 985-693-4567

APPLICATION FOR EMPLOYMENT

The Company does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, veteran status, or disability. If you believe that you have been discriminated against, you may notify the Equal Opportunity Commission (EEOC), the Federal Communications Commission (FCC), or other appropriate agency. No question on this application is intended to secure information to be used for such discrimination. Applicants who desire accommodation in completing the pre-employment questionnaire are invited to discuss their needs with a Human Resources Representative.

Position applied for _____ Date of Application _____

This application will remain active only for the duration of this job opening. After that time a new application must be completed.

Name _____ Last First Middle
Mailing Address _____ Number / PO Box Street City State Zip
Telephone _____

Please list any periods which you were previously employed by Latelco, MobileTel, SOLA, CSI, DLD, Acadia, or any SJI company. _____

If necessary, what is the best time to call you at home? _____

May we call you at work? _____ Yes _____ No _____ N/A

If yes, the number is _____ and the best time to call is _____.

Are you over age 18? _____ Yes _____ No. If no, state your age _____.

Note: This is requested for the purpose of obtaining a work permit and compliance with the Drug & Alcohol Policy.

Are you legally entitled to work in the United States? _____ Yes _____ No

Note: Proof of citizenship or immigration status will be required upon employment.

Have you ever been convicted of a crime? _____ Yes _____ No
(Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

If yes, please explain when, where, and disposition of the offense. _____

Have you ever worked under a different name or nickname? _____ Yes _____ No

If yes, please explain. _____

EMPLOYMENT EXPERIENCE

Start with your current or last job. Include military service assignments and volunteer jobs especially if you have had very limited work experience. Use the insert sheet provided if necessary to show complete employment history.

1	Employer	Telephone ()	Dates Employed		Work Performed
	Address		From	To	
	Job Title				
	Supervisor		Hourly Rate/Salary		
	Reason for leaving		Starting	Final	
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No				

2	Employer	Telephone ()	Dates Employed		Work Performed
	Address		From	To	
	Job Title				
	Supervisor		Hourly Rate/Salary		
	Reason for leaving		Starting	Final	
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No				

3	Employer	Telephone ()	Dates Employed		Work Performed
	Address		From	To	
	Job Title				
	Supervisor		Hourly Rate/Salary		
	Reason for leaving		Starting	Final	
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No				

REFERENCES

List below any other references which are job related but not an employer or supervisor.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Can you fulfill all requirements and meet all qualifications as posted on the job opening?

NOTICE TO APPLICANTS:

The SJI Drug and Alcohol Abuse Policy applies to all company management, supervisors and employees. Under the terms of the policy, all employees are subject to random selection for testing on an unscheduled basis.

Compliance with this policy will be required as a condition of employment. Accordingly, pre-employment tests for the use of illegal drugs and for the improper use of other drugs may be administered as a prerequisite condition prior to the hiring of all persons the Company intends to hire. Any applicant for employment who screens positive in a pre-employment screen will not be hired. Further, an applicant's refusal to be tested will be grounds for not hiring.

To be considered for hiring, all applicants will be required to sign this Consent and Release Form. Parental consent is required for anyone under age 18.

CONSENT AND RELEASE FORM

I understand that I am required as a condition of my employment to submit a urine sample for chemical analysis or submit to a breathalyzer if requested. The purpose of this is to determine or rule out the presence of illegal or misused substances. I hereby agree to furnish a specimen of my urine or submit to a breathalyzer for such testing.

I understand that all medical information provided by me to the Company will be classified as confidential, with the exception of the positive or negative drug test results. I hereby authorize the release of that information to appropriate Company personnel for their use in making an employment decision. I understand that continued positive test results which indicate the presence of a prohibited drug will result in denial or termination of employment.

I further understand that, if hired, I may be subject to random or other testing for drugs and alcohol, at the Company's request and that the successful completion of any such drug/alcohol screening tests shall be a continuing condition of my employment with the Company.

I further acknowledge and understand that the Company may require from time to time, as part of the drug policy procedures, a search of my person or any property brought onto Company premises. I understand, acknowledge and consent that a condition of my employment by the Company is my submission to a search of my person, personal property, automobile, Company locker, and other Company property under my control or to which I have access.

I understand that this policy may be amended or altered from time to time with or without notice to affected employees. I hereby consent to the terms of the aforementioned drug testing and search requirements.

Signature of Applicant _____ Date _____

Signature of Parent or Guardian (if Applicant is under age 18) _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and correct without admissions of any kind. I understand that any false or misleading statements or omissions on the application will result in rejection or immediate dismissal. I acknowledge that if employed by the Company, I am to comply with the rules of the Company as they have been or from time to time may be explained to me. If employed, I agree that my employment is terminable at the will of the company or myself with or without cause and with or without notice and that the Company's right to terminate employment, with or without cause or notice, cannot be changed by any supervisor, manager, or Company official.

Signature of Applicant _____

EMPLOYMENT EXPERIENCE CONTINUED

Use if needed to provide complete employment history. Use page 3 of the Application Form first.

4	Employer Telephone ()	Dates	Employed	Work Performed
	Address	From	To	
	Job Title	Hourly	Rate/Salary	
	Supervisor			
	Reason for leaving			
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

5	Employer Telephone ()	Dates	Employed	Work Performed
	Address	From	To	
	Job Title	Hourly	Rate/Salary	
	Supervisor			
	Reason for leaving			
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

6	Employer Telephone ()	Dates	Employed	Work Performed
	Address	From	To	
	Job Title	Hourly	Rate/Salary	
	Supervisor			
	Reason for leaving			
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

7	Employer Telephone ()	Dates	Employed	Work Performed
	Address	From	To	
	Job Title	Hourly	Rate/Salary	
	Supervisor			
	Reason for leaving			
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

8	Employer Telephone ()	Dates	Employed	Work Performed
	Address	From	To	
	Job Title	Hourly	Rate/Salary	
	Supervisor			
	Reason for leaving			
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			