**Department:** Associated Students Sport Clubs

**Job Title:** Matador Sports Network- Producer

**Position Overview:** Oversee MSN operations including but not limited to: filming, editing, reporting, and employee scheduling.

**Duties:**

**Management**
- Coordinate with Sport Clubs for upcoming event coverage and promotional
- Reports to the Sport Club Manager with updates of MSN projects and progress
- Conduct equipment inventory and purchase gear as necessary
- Facilitate checkouts of equipment to approved MSN Editors and Reporters
- Schedule reservations for weekly meetings and sporting events

**Editing**
- Supervise the use of all media equipment used for live streams or production work
- Delegate editing packages for the weekly “The Brief” to Editing and/or Reporting students
- Delegate footage reels to be assembled for Sport Club teams by request
- Assemble MIND screen packages for Sport Promotion

**Reporting**
- Delegate reporting packages to students to better promote the Sport Clubs Programs
- Effective ability to use camcorders, DSLRs, and microphones, as well as teleprompting programs
- Delegate reporters to cover sporting events for “The Brief”, “The Sport Club Forum”, and the live stream of games.
- Direct the commentary for live streamed events and promote the use of professional attire and language.

**Qualifications:** Must be currently enrolled as a CSUN student. Effective communication and audio/visual skills essential. Minimum one years’ experience in Journalism or CTVA (two years preferred). Final Cut Pro or Adobe Premiere Pro experience required

**Hours:** up to 20 per week (40 during the summer and winter sessions)

**Salary:** $12.00 per hour

**Desired Major(s):** CTVA, Journalism, Marketing

Email cover letter and resume as an attachment to msn@csunas.org