

# Liberman Broadcasting, Inc.

## Production Assistants

### Job summary

We are KRCA TV (Channel 62), a Liberman Broadcasting, Inc. ("LBI") owned and operated television station, and *we're looking for people who enjoy working in Television!* We want to talk with you if you have the necessary skills to assist in the pre through post production of our TV shows recorded in Burbank and surrounding areas. LBI is an Equal Opportunity Employer.

### Summary of Essential Job Functions

- Handling of heavy phones.
- Coordination of program participants or show necessities.
- Provide administrative support to show and show producers.
- Pick-up and delivery of materials and individuals.

### Minimum Requirements

- High School Diploma or equivalent required.
- Experience is a plus.
- Excellent communication and interpersonal skills.
- Spanish Bilingual and Bilitirate.
- Ability to work under pressure in a fast paced environment.
- Must posses administrative and organizational skills with the ability to prioritize.
- Experienced and knowledgeable in various Windows programs; Word, Excel, PowerPoint.
- Ability to lift up to 50 lbs and be able to physically handle an array of responsibilities.
- Must possess a valid CA drivers license and have a good driving record.

### Contact

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### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.