



CTV Studio Operations Manager

Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State's Principles of Community to guide us in our educational mission. We look to provide CSU students with hands-on, real world training to develop the skills needed for successful post-college careers while also delivering news, entertainment, and engaging content to the CSU and Fort Collins communities For a full EOE and DEI statement (and for other corporate info) visit: <https://rmsmc.com/documents/>

Description: The Studio Operations Manager is responsible for the daily management of the studio crew, production of all shows, and managing the YouTube page. Must have an interest and passion for broadcast, technology, and management.

An ideal candidate has the following traits:

- Possesses a strong grasp of broadcast and management skills.
- Strong understanding of journalism ethics and application to objective news reporting.
- Prioritizes teamwork to maintain an inclusive and professional culture.
- Responds quickly to feedback and criticism and adjusts for the success of the team.
- Has strong communication skills and an ability to make decisions under pressure.
- Proficient understanding of social media/YouTube principles and ethics.
- Effectively balances time commitments outside of work.
- Knows how to operate Adobe products, particularly Adobe Premiere and Photoshop; preference given to candidates who have taken Visual Communication and/or Ram Productions.

Main Responsibilities:

- Responsible for the daily production of Collegian TV through managing a crew of at least six people.
- Lead weekly meetings with relevant training and information for studio crew members.
- Work closely with Executive Producer, studio crew, and producers on a nightly basis to go live.
- Attend weekly management meetings to effectively communicate with staff.
- Understand, operate, troubleshoot and make suggestions to improve the production system as well as all current technology used in the studio.

- Manage CTV's YouTube page, responsible for handling copyright claims, getting videos uploaded before the show, and getting stream set-up before the show.
- Help Executive Producer and Broadcast Engineer with special projects and budgeting long-range capital expenses for equipment and studio projects.
- Clean and manage the CTV server by organizing and deleting files, as well as helping Studio Crew, Executive Producer, and Station Engineer keep the physical studio clean.
- Able to train people interested in a Studio Crew Position.

Time Commitment: Must be able to attend each show from 6:00 p.m. until the show is over, uploaded to YouTube, feedback is given to studio crew, and the set is cleaned up. Must be able to attend a half hour meeting once a week with the Executive Producer and Station Engineer. Overall, I must be able to commit 9 hours a week.

Compensation: Compensation will be \$15 per hour. Employees are encouraged to apply for University work study. Employee Benefit information through Colorado State can be found on HR's Website: <https://hr.colostate.edu/current-employees/benefits/>. Colorado State University may conduct background checks on all final candidates. If the employee does not qualify for need-based work-study, they may be asked to apply for Non-need Work Study. Colorado State University may conduct background checks on final candidates. Employee benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>

To apply: Submit a resume, cover letter, and short 3-5 slide presentation (optional) of your big ideas for CTV to ctv@collegiantv.com with the subject line: "CTV 2025-2026 Application: Studio Operations Manager." The priority deadline is **April 18, 2025** but the position is open until filled. Be prepared to answer questions regarding the attributes and responsibilities listed above.

For more information about CTV or questions regarding the positions, please contact either/or:

- Bailey Borkowski - Executive Producer
 - ctv@collegiantv.com
- Adam Carlson - Program Director
 - adam.g.carlson@gmail.com