

Work Processes Schedule

PROGRAM ASSISTANT (RADIO-TV BROADCASTING)

RAPIDS: 0913N

O*NET/SOC: 27-2012.01

REVISION DATE: 06/2015

Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following areas. Actual work time must be recorded in the Work Experience Log.

Applicable Ratings/MOS

USMC MOS 4313, 4341, 4671

USCG None

USN MC

Related Instruction

Any trade related schools/courses totaling 432 hours.

Additional Requirement

Completion of Navy MC "A" school

Total Hours: **6000**

Skill	Description	Hours
A	SCRIPT MANAGEMENT Distribute copies of the script and arrange for rehearsal quarters. Prepare and distribute rehearsal sheets	200
B	STAGE PREPARATION Lay out acting on stage floor using tape and following floor plan. Time scenes during rehearsal and calculate overall program timing.	500
C	MAKE-UP Contact guests and members of the cast to verify that make-up has been applied.	500
D	EQUIPMENT PREPARATION Verify that specified film, slides, title cards, and similar items are ready for broadcast.	500
E	DIRECT PERSONNEL Perform under the supervision of the director the rehearsal and broadcast of television programs. Direct personnel in rehearsal and broadcast of sign-ons and sign-offs, station breaks, film feature programs, and other programs composed of non-live video elements.	1000
F	SCHEDULE MANAGEMENT Notify various departments of changes in daily operation schedules.	300

G	<p>OVERSEE STUDIO OPERATIONS</p> <p>Oversee distribution of studio equipment such as; scenery, cameras, and microphones. Transmit instructions received over telephone headset to performers and others on set orally or using body gestures.</p>	1500
H	<p>SOUND EFFECTS</p> <p>Direct production of sound effects.</p>	1000
I	<p>ADMINISTRATION</p> <p>Prepare report of daily on-air activities. Prepare rehearsal call sheets, daily on-air activity reports, memos, or scripts using a computer.</p>	500