



Cape League TV Associate Producer

The Cape Cod Baseball League/Cape League TV is looking for an Associate Producer to be a part of the Cape League TV productions team for the 2025 season. This position works with the Executive Director, talent, and other members of the Programming team to create superior content for Cape League TV and League social media accounts. Supports creative processes, content development and production. Exercises both creative abilities and technical skills. May edit materials and operate audio and video boards. May be assigned to more than one program and perform slightly different functions across programs. In this position you will be helping the daily content on the streaming channel and coming up with new and creative ways to bring your passion of baseball and productions to the tens of thousands of fans who stream Cape League TV programming.

The optimal candidates will need to be aligned with League initiatives and priorities and be able to represent the brand values of the Cape Cod Baseball League. This internship runs from the date of acceptance through September 1, 2025. This role includes remote work in a fast-paced environment with high volume of work and tight deadlines. Hours includes nights and weekends. Stipend commensurate with experience.

Reports to: Cape League TV Executive Director

Key Responsibilities:

Pre-Production

- Assists in the development of content for shows.
- Collaborates in the production of programs, promos and specials.
- Identifies and submits show ideas and topics.
- Researches topics and themes to write scripts, line copy, and develop show content for hosts.
- Develops novel and creative ways to present content.
- Attends creative meetings, and contributes to the selection of program content.
- Makes recommendations to Producers and management on program improvements.
- Arranges guest bookings.
- Researches guest backgrounds, develops interview questions and assists with pre-interviews.
- Obtains video/audio materials needed for production.
- Assists with scheduling program elements prior to air, ensuring that rotation and policies are followed.
- May independently produce segments of large programs.

Production

- Runs the video/audio boards for various live and taped programs and edits video/audio for on-air use.
- Determines the appropriate mix of sound elements for assigned shows, and ensures that levels are mixed properly.
- Dubs sound from a variety of sources (e.g., CD, DAT, LP, VHS, etc.).
- Enters clip information, music and non-music elements into audio software.
- Loads and deletes clips, and rips and edits promos and spots.
- Monitors and posts on social media accounts associated with the channel.
- Ensures that on-air product is up to broadcast standards before it leaves the studios.
- Ensures that video/sound equipment is functioning properly during shows.
- Works with talent and producers on following programming clocks so that all content and advertisements are featured as planned.

Post-Production

- Reviews work products with supervisor.
- Monitors channels for quality control and reports content error and technical issues to the appropriate individuals for correction.

- Edits video and audio (e.g., inserts additional clips, sound bites, etc.).
- Ability to work nights and weekends
- Involvement in production and implementation of podcasts on Cape League TV.
- Coordinates special projects.
- Performs other duties as assigned.

Qualifications

- Working towards Bachelor's or Master's degree, required.
- At least 2 years of experience at a TV station or radio station/audio production facility.
- Must have working knowledge of baseball/college baseball/MLB.
- Strong knowledge of how studio show and live sports control room works and operates.
- Good public speaking and presentation skills.
- Interpersonal skills and ability to interact and work with staff at all levels.
- Excellent written and verbal communication skills.
- Ability to work independently and in a team environment.
- Ability to pay attention to details and be organized.
- Ability to project professionalism over the phone and in person.
- Ability to handle multiple tasks in a fast-paced environment.

Skills and Abilities:

- Willingness to take initiative and to follow through on projects.
- Creative writing ability.
- Excellent creative writing and communication skills for video content.
- Highly detail oriented.
- Comfortable working with talent, artists and high-profile individuals.
- Excellent time management skills, with the ability to prioritize and multi-task, and work under shifting deadlines in a fast-paced environment.
- Proficiency in: Microsoft Office, Prophet, SAW, SoundForge, Music Master, Pro Tools, Cool Edit and Adobe Audition, Adobe Premier, etc...
- Social media skills, including, but not limited to: X, Instagram, Facebook, and TikTok
- Mixing video and sound elements into a professional looking product.
- Operating a video or audio board.

Note: This job description is intended to provide a general overview of the position and its responsibilities. It is not an exhaustive list of all duties and requirements.

To apply: Applicants should email their resume, cover letter, two references, and access to your portfolio to partnerships@capecodbaseball.org. Please put your name and the position you are applying for in the subject line.