# Media Training and Volunteer Program

The training is the process through which eligible users acquire and develop the skills and knowledge required to utilize Pasadena Media facilities and equipment as responsible community producers and/or skilled production crew. Through a variety of training and testing, experienced and inexperienced users can learn media production and earn certification of proficiency.

All persons interested in using Pasadena Media facilities and equipment must attend an orientation workshop, regardless of prior production experience. Orientation is free and open to the public. It is not a television production training workshop, but an opportunity to learn about Pasadena Media and the rules and procedures for using the facility, equipment and channel.

Types of Member Users: Training Volunteers, Community Producers and Certified Production Volunteers

Upon completing orientation, any members interested in becoming a training volunteer must take at least one basic studio operation class or be certified by Pasadena Media staff to operate production equipment. These classes are free and available to persons interested in volunteering on productions.

### *Certification Program Criteria*
Persons interested in becoming a certified volunteer must be a paid member in good standing and take basic studio operations classes or be certified by Pasadena Media to operate the production equipment.

Certification is available in the following ways:

**Classes:** Attending and completing Pasadena Media training path of interest.

**Participation:**

Have participated in hands-on training in at least four productions in path of interest.

For Producer Certification only - Producer will need to produce and cablecast two project/episode.

**Submit Request:**

Complete volunteer certification form to qualify to become a certified production volunteer.

Complete program proposal forms and pay the producer's fee.

**Practical Testing:** Members may schedule a proficiency test in the specific path of interest.

**Refresher Courses**
Certified Members who have not been active for a one-year period are required to schedule a refresher meeting with a member of Pasadena Media staff in order to review equipment and facilities and any updated rules or procedures.

**Recertification**
Individuals whose certification has lapsed may renew their certification by reviewing any online training being offered and taking a practical test.This option applies only to persons previously certified by Pasadena Media. Individuals failing the certification test must successfully complete the entire applicable training or workshop in order to become certified.

**Waivers (For Proficiency Testing Only)**
Opportunities are available for individuals having experience producing content for other community access centers to waive the certification requirements for taking production workshops at Pasadena Media by reviewing any online training videos being offered and taking an online test. If you are unable to successfully pass the second time, you will be required to take the workshop.

# Certification Training  Paths

## Training Paths                                    Prerequisites

### Producers' Path:

| Attend at least ONE Basic Technical Class | PATHS:Studio Operation |
|---|---|
| **Must volunteer on four studio productions** ||
| Producer Training BootCamp | Orientation & Must volunteer on four studio productions |
| **Submit a Program Proposal:** Fill out a Program Proposal Form. Upon receipt, a meeting time is set up to discuss planning. Payment is expected at this time for membership and usage fee if equipment is going to be utilized. ||

### Directors' Path:

| Studio Camera & Floor Manager | Orientation |
|---|---|
| Director Training | Orientation & Studio Camera (SC/FM) |
| Technical Direction & Studio Media Management | Orientation & Director |

### Studio Operation's Path:

| Studio Camera & Floor Manager (SC/FM) | Orientation |
|---|---|
| Lighting Basics | Orientation |
| Character Generation | Orientation |
| Audio Basic Training | Orientation |
| Teleprompter | Orientation |

### Post-Production Path:

| Intro to On-Location Production | Orientation |
|---|---|
| Technical Direction & Studio Media Management | Orientation & Director |
| Studio Digital Effects and Green Screen | Lighting Basics |
| Editing Basic | Orientation & Studio Camera (SC/FM) |