



Job Description

Job Title:	Director, Production	Grade:	M
Department:	CPCC/WTVI	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Oversees pre-production, production, and post-production of television and video programming

Characteristic Duties and Responsibilities:

1. Ensures that all studio and field productions meet technical and creative standards and adhere to fairness, objectivity, balance and community needs.
2. Coordinates with General Manager on deployment of staffing and resources.
3. Collaborates with General Manager on interface with contract producers on partner-created content.
4. Engages in national distribution of programs as appropriate.
5. Keeps production budgets profitable.
6. Supervises new media initiatives and coordinates with appropriate College departments.
7. Stages and produces all live events broadcasts including audio-visual support selection, equipment specification, and location production.

Reporting Relationships:

Direction Received: Reports to the General Manger

Direction Given: Direct line supervision of assigned staff, including videographers and producers.



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Minimum Requirements:

High school diploma or equivalent with 10 years' experience in production services with a strong background in management.

Preferred Qualifications:

Bachelor's Degree from a regionally accredited institution in Production

Knowledge, Skills, Abilities and Worker Characteristics:

Post production and location production skills

Ability to work with senior representatives of major funders

Creative thinker, ability to work with outside producers to present best possible story

Working Conditions:

Typical office environment