



**Job Title:** Production Manager

**Grade:** M

**Department:** 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:**

Responsible for working with other production staff to lead and teach how to light studio, create font style guide, create and enforce editing best practices and graphic style guide, which allows us to save money on hiring freelancers as well as improve the overall quality of our local productions.

**Characteristics Duties and Responsibilities:**

1. Hires, supervises, teaches and trains technical production staff in advancing technical skills, which includes but is not limited to studio lighting, editing, shooting and graphic creation.
2. Edits stories and underwriting spots.
3. Plans, schedules production staff for local productions.
4. Directs local productions.
5. Other duties as assigned.

**Reporting Relationships:**

<b>Direction Received:</b>	Reports to the General Manager
<b>Direction Given:</b>	Direct supervision of assigned staff

**Minimum Requirements:**

Associate Degree from a regionally accredited institution and a minimum of six years related experience

**Knowledge, Skills, Abilities, and Worker Characteristics:**

- Advance knowledge of television production creation techniques
- Ability to manage and teach others
- Creative thinker
- Ability to work with outside producers
- Committed to teamwork and excellence

**Working Conditions:**

Typical Office Environment