



Job Description

**Job Title:** Executive Producer

**Grade:** N

**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:**

Currently the executive producer is responsible for all editorial process and content. This person will also be able to execute the responsibilities of writing and producing all forms of content including, but not limited to interstitials, packages and documentaries. This person will be a specialist in content which WTVI does not currently have in our organization.

**Characteristics Duties and Responsibilities:**

1. Researches best practices and possible video content and distribution sources.
2. Creates video content.
3. Writes, reports and produces local segments and programs.
4. Coordinates freelancers, videographers, and editors for shoots.
5. Creates policies and procedures for journalistic content and best practices.
6. Other duties as assigned.

**Reporting Relationships:**

**Direction Received:** Reports to the General Manager  
**Direction Given:** Direct supervision of assigned staff

**Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Journalism or related field and at least 6 years of related experience



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

- Excellent Communication Skills with solid news judgment
- Excellent writing and producing skills
- Exemplifies high quality news judgement
- Ability to think and respond quickly
- Ability to multi-task and work in collaborative and creative environment
- Dedicated to teamwork

**Working Conditions:**

Typical Office Environment