



Job Description

Job Title:	Producer	Grade:	I
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:

Write and develop content for WTVI while providing assistance in other areas as needed

Characteristic Duties and Responsibilities:

1. Manages the project, which includes creating, developing, researching, writing, producing and packaging, for broadcast quality studio and location programs, series, promotional spots that support the strategic goals of WVTI.
2. Produces innovative video productions/promotional spots to assist WVTI instructional departments with their marketing and program promotion; produces on-demand content or develop/distribute WVTI related material to other external broadcast entities of the viewing areas.
3. Creates material used for WVTI Television programming, including but not limited to shooting videos, and conducting field interviews; edits material for television broadcast, social media, web applications or news production; schedule guest as needed.
4. Writes, researches, produces and edits broadcast content to PBS creative and technical standards.
5. Uses Protools for audio editing for post-production as needed Shoot video as required.
6. Shoots video as required.
7. Handles encoding, transferring and formatting of video for broadcast, social media, and web applications.
8. Directs studio production as necessary.



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Reporting Relationships:

Direction Received: Direction given by Senior Producer(s)

Direction Given: No responsibility for the supervision of others, project direction or program administration

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution. Two years experience in editing for a television station preferred.

Knowledge, Skills, Abilities and Worker Characteristics:

Superior writing and research skills

Proficient in technical evaluation that meets national distributor guidelines

Expert knowledge of Final Cut Pro

Expert Knowledge of creative design such as Adobe Aftereffects, Photoshop, and Apple Motion

Expert knowledge of HD and SD tape formats

Strong editing skills of AVID System or similar linear editing equipment

Ability to interact with guests at all levels

Superior communication skills

Working Conditions:

Typical office environment