

## **QCTV Position Description: *Producer***

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|-------------------------|---------------------------|
| <b>Position Title:</b>  | <b>Producer</b>           |
| <b>Department:</b>      | <b>Program Operations</b> |
| <b>Reports To:</b>      | <b>Operations Manager</b> |
| <b>Status:</b>          | <b>Full Time</b>          |
|                         | <b>Non-Exempt</b>         |
| <b>Starting Salary:</b> | <b>\$39,890 Annually</b>  |

### **PRIMARY OBJECTIVES OF POSITION**

Acts as liaison with schools and community organization regarding event coverage. Produces and directs multi-camera shoots using the video production van and/or mobile equipment packages. Schedules crews for event coverage and monitors production quality. Edits programs, including graphics.

### **SUPERVISION RECEIVED**

Works under the general and/or administrative supervision and direction of the Operations Manager.

### **DUTIES AND RESPONSIBILITIES**

1. Produces and shoots/directs single and multi-camera productions.
2. Produces show segments and PSAs (script, shoot, edit).
3. Creates show graphics, opens, closes, and credits.
4. Acts as liaison with schools, sports team, and community organizations.
5. Creates advanced graphics for programs, on-channel look for QCTV and website.
6. Prepares programs for cablecast and uploads to QCTV website.
7. Trains staff in production techniques and equipment operation.
8. Directs and produces multi-camera and van shoots.
9. Tracks and reports program data.
10. Recommends equipment repairs and upgrades to Operations Manager.
11. May act as on camera talent and/or voice-over work.
12. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Communications, Video Production, Television Broadcasting Production, Journalism or related field or a combination of training and experience that is substantially equivalent. Three years experience in a professional video production environment with experience in producing and directing in multi-camera environments. Experience operating video cameras and associated equipment, non-linear editing and graphics. Must have a valid Minnesota driver's license.

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## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of video production techniques and program formats.
2. Knowledge of multi-camera video production set up and operation.
3. General knowledge of high school athletics.
4. Skill in operating video /audio production equipment, including cameras, microphones, lighting, mixers, switchers, non-linear editing, and computer graphics.
5. Skill in operating computers including word processing, spreadsheets, e-mail, Internet research, and social media.
6. Ability to set up and operate video cameras, microphones, mixers, switchers and lights.
7. Ability to expertly plan projects, meet deadlines and manage multiple priorities.
8. Ability to communicate effectively (oral and written).
9. Ability to establish and maintain effective working relationships with co-workers, the member cities, vendors, the public, and community organizations.

## **TOOLS AND EQUIPMENT**

Video production equipment including cameras, recorders, switchers/mixers, microphones, and audio mixers in multi-camera and single-camera environments. Mac and PC computers and monitors. Various software programs for office applications, non-linear editing, and video graphics. Video production van and associated equipment. Studio and field lighting instruments, associated video/audio equipment accessories.

## **PHYSICAL DEMANDS**

The position requires sitting, standing, walking, bending, stretching, crouching and crawling. May need to climb ladders on occasion. Manual dexterity and the ability to operate computers and video/audio production equipment in multi-camera environments are required. Vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Ability to hear and communicate on telephones and headsets is required. Must be able to occasionally lift 45 pounds.

## **WORK ENVIRONMENT**

The work environment includes an office-type environment with fluorescent lighting and a video production van. Field production shoots may be indoors or outdoors and involve exposure to the elements including heat, cold, sun, rain, and snow. Noise levels vary in different environments as do temperatures.

## **SELECTION GUIDELINES**

The duties listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties and responsibilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.