

POSITION GUIDE

Title: Producer/Director
Department: Production Services
Division: Television
Level:
Type: Full-Time Exempt
Reports To: Production Manager

I. BROAD FUNCTION

Produces, writes, edits and directs content for television, production services, web and other digital platforms.

II. SPECIFIC OPERATIONAL RESPONSIBILITIES

- Collaborates with staff and clients to create digital content for use as television programs, DVD's, streaming video web content.
- Must be familiar with the following equipment and software:
Mac OS X (10.6)
Final Cut Pro SD/HD
Photoshop
After Effects
Adobe Illustrator
Media duplication software/hardware
Produce and direct productions as assigned.
- Ensures compliance of technical specifications and standards.
- Familiarity with video and audio digital monitoring for quality assurance.
- Maintains familiarity with professional standards and current trends in field.
- Maintains working knowledge of tools and equipment specific to job responsibilities; attend training sessions as assigned.
- Monitors post-production equipment and recommends needed maintenance.
- Advises Production Manager of needed hardware/software upgrades to editing system.
- Educational resource for other in house producer/editors.

WMHT

WMHT-TV WMHT/WRHV-FM RISE

4 Global View

Troy NY 12180

III. GENERAL RESPONSIBILITIES

- Coordinates activities with other staff in order to achieve the highest quality finished product.
- Assists in station-wide projects and corporate fund-raising efforts.
- Carries out special assignments.

IV. REQUIREMENTS

- Bachelor degree in broadcasting, radio/TV communications, or related field, or equivalent training in production techniques essential and/or minimum of four year years experience in television production.
- Strong communication and interpersonal skills: ability to organize and present ideas clearly and persuasively.
- Must have the ability to maintain composure under stressful situations and to make clear judgement calls in a timely manner.
- Must be a team player that can also work independently.
- Strong PC computer skills, including Microsoft Office Suite and Outlook. (Windows XP)
- Ability to lift and carry equipment up to 50 lbs, carry out frequent reaching, stretching, twisting and bending. Standing for up to two hour at one time, and sitting for extended periods. Excellent sight, hearing and manual dexterity are also required to operate equipment.
- A valid New York State driver's license and good driving record is required for all WMHT positions.
- Commitment to the mission and goals of public broadcasting.
- Strong commitment to excellence in the finished product; ability to work successfully either independently or as a team member.
- Demonstrated technical skill in professional field.
- Ability to maintain a flexible schedule.