

BASIC INFORMATION

POSITION TITLE:	CONTRACT PRODUCER Children's Television/Educational Media
DIVISION:	TELEVISION
DEPARTMENT:	LOCAL PRODUCTION
SUPERVISOR'S TITLE:	DIRECTOR OF TELEVISION

II. PURPOSE OF POSITION

Working with the WKNO/PBS KIDS initiative Project Coordinator develops and produces videos for the pre-school environment. The ideal candidate will be a story teller and be able to creatively use video technology(s) to enhance the educational experience.

The successful candidate will identify ideas/concepts and story lines that can be developed into videos and programs consistent with project goals and will execute all video and audio elements necessary for production.

III. BASIC DUTIES/RESPONSIBILITIES

- Develop formats and scripts for ideas/concepts and story lines including research, development of ideas, content treatment design of audio and video materials, and promotional elements.
- Establish appropriate location, casting and other production functions as necessary for project.
- Responsible for creative execution of all video and audio elements involved in studio and location productions (including staging, lighting, camera direction, audio direction, editing, selection of graphic and scenic elements, and presentation of on-air talent).

IV. ADDITIONAL DUTIES/RESPONSIBILITIES

- Responsible for insuring that all materials conform to station standards.
- Responsible for acquiring and maintaining all necessary release forms for music, visual and talent rights.
- As Producer plan and execute all pre-production and post-production efforts.
- Under Director of Television's guidance, monitor budgetary items related to project assignments.

- Must be able to work on more than one project at a time.
- Work with station personnel in the execution of creative ideas.
- Must coordinate with other station departments for promotion, scheduling, maintenance etc. Must communicate production schedule and other pertinent information with other departments.
- Individual must be highly organized, detail oriented, and a self-starter with the ability to work under pressure with limited or no supervision.
- Requires ability to lift 50 lb. packages, climb ladders, and move freely and quickly.
- Must be able to spend long periods of time sitting or standing in one place.
- Must be able to read, write and speak fluently in English.
- Must be able to work a flexible, changing work schedule including nights, over-nights, and weekends. Some travel required.

V. MINIMUM JOB SPECIFICATIONS

- College degree required; Communications, or related field preferred.
- Five years' experience in Video Production with 3 years as a Producer.
- Three years videography experience.
- Three years experience editing on a non-linear system.
- Demonstrate computer literacy.
- Specialized content knowledge helpful in terms of specific assignments.

Send resume and cover letter to:

dsmith@wkno.org or

WKNO
Deb Smith
7151 Cherry Farms Road
Cordova, TN 38016

NO phone calls please

8.17