

Spec. Code: 1050
Occ. Area: 02
Work Area: 212
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 04/29/88

TELEVISION PROGRAM DIRECTOR

Function of Job

Under administrative supervision from a designated administrator, to be responsible for the scheduling of courses and programs for a television facility.

Characteristic Duties and Responsibilities

1. plans and consults with department heads and faculty members regarding courses and programs to be televised
2. coordinates the activities of the production staff and the television schedule
3. obtains music, film, and other clearances
4. is responsible for continuity of programming and operational procedures
5. supervises employees of lower rank
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree
2. six years of experience in television work

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. proven administrative leadership

Television Program Director Edited
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