

Spec. Code: 1055
Occ. Area: 02
Work Area: 212
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 05/15/17
Last Action Rev.

TELEVISION DIRECTOR-PRODUCER

Function of Job

Under supervision from a designated administrator, to be responsible for the planning, writing, and production of television programs.

Characteristic Duties and Responsibilities

A Television Director-Producer typically

1. responsible for planning and collaborating with staff members and university faculty to discuss details of production, including photography, script, music, sets, etc;
2. conceptualizes, writes, directs, produces, and edits multimedia content and other communication platforms using existing and emerging technologies;
3. studies scripts to determine project requirements;
4. directs live broadcasts, films and recordings, or non-broadcast programming for public entertainment or education;
5. researches production topics using the internet, video archives, and other informational sources;
6. responsible for fact-checking, copyright compliance, libel avoidance, and ethical media practice in accordance Radio Television Digital Associate (RTDNA) guideline;
7. plans details such as framing, composition, camera movement, sound, and actor movement for each shot or scene;
8. chooses settings, locations and determines how scenes will be shot;
9. supervises and coordinates all aspects of video project from the work of camera, lighting, design, writing, and sound crew;
10. creates computer-generated graphics or animation for television broadcasts;

11. reviews film, recordings, or rehearsals to ensue conformance to production and broadcast standards;
12. monitors postproduction processes to ensure accurate completion of details;
13. compiles scripts, program notes, and other material related to productions;
14. identifies and approves equipment and elements required for productions; maintains inventories of material, equipment, or products;
15. responsible for managing the budget, scheduling, planning, and marketing of production; ensures deadlines are met;
16. prepares operational reports;
17. supervises, trains, and assigns tasks to staff personnel as assigned;
18. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in Fine Arts, Film Production, Communication, Journalism, or a closely related field.
2. Two (2) years of experience in the field of television, film or theater production, digital cinematography, video, audio, and editing production, or other related professional field.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of media production, communication, and dissemination techniques.
2. Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
3. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
5. Skill in identifying and solving problems.
6. Ability to communicate effectively, professionally, and collaboratively, both orally and in writing.

7. Ability to coordinate the work and activities of others.
8. Ability to develop goals and plans to prioritize, organize, and accomplish work.
9. Ability to work collaboratively and building strategic relations with colleagues, coworkers, constituents, and volunteers.
10. Ability to shift back and forth between two or more activities or sources of information.
11. Ability to be detail oriented.
12. Ability to plan, assign, and/or supervise the work of others.

DRAFT 04.11.17