



## Manager, Production

Management Range: I 4

Board Approved: 05/31/2018

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the appropriate administrator, the Manager, Production manages all technical and logistical processes for pre-production and production of original programming created by the KVCR/FNX networks.

This includes the management and/or supervision of assigned staff and their duties from pre-production through production, in office and on location; supervision of production equipment, including creation and implementation of logging/maintenance system and practices; directing lighting, grip and camera teams in pre-production, and on location during production; creating and amending production budgets, and providing resource recommendations in pre-production, supervising an effective and efficient collaboration with all departments for maximum production value and efficiency throughout all aspects of production; and assuring compliance with the Federal Communications Commission (FCC), the Public Broadcasting Service (PBS) and the Corporation for Public Broadcasting (CPB), as well as communicates and coordinates operations with the San Manuel Band of Mission Indians, the founding partner of the network.

The Manager, Production will create, execute, maintain, and supervise effective and efficient production workflows for the station's entire original programming lineup for both broadcast and web viewing. This includes both general and specific creative guidance and supervision, helping to refine and train a production team in a way that maximizes productivity and quality, while simultaneously putting people to work in areas they are passionate about and can grow from. In close collaboration with pre-production and post-production employees, as well as with engineers and IT, the Manager, Production will create an environment that rewards hard work, a willingness and ability to learn, and a passion for the work being done. The Manager, Production will assist in nurturing talent in the proper direction so that the employee can be of most help to KVCR/FNX TV. The Manager, Production will also be hands-on, operating camera and lighting equipment in production and giving notes through post-production. The goal of the Manager, Production is not only improving the station's production processes, but improving the overall quality and efficiency of the entire station's original programming. All under the umbrella of improving the station's service to the District and the community.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Manages, Produces, Directs television programs for a public broadcast television station; directs programs live or recorded, in the studio or in the field; produces and directs programs, on air promotions, and public service announcements.
2. Manages assigned station personnel and production crews on planning and coordinating future production needs such as events, remote productions, docu-series, road shows, specials, etc.
3. Remote production management for KVCR/FNX TV. Conduct sight surveys, vendor hiring, travel arrangements, assemble crew, and coordination with technical department.



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4. Provide production management to external production partners on breaking news or special one time programming projects.
5. Works with finance team on providing oversight on budgeting launches, special projects and remotes including controlling/negotiating/tracking actual expenditures on these events.
6. Supervises the selection of talent and guests as assigned.
7. Manages production team in creation of program publicity, budgets, permits and agreements.
8. Coordinates the work of production crews and talent; supervises and evaluates work of student assistants and students enrolled in TV production courses.
9. Consults with and provides technical assistance to faculty and staff related to the production of television programs.
10. Actively supervises the education and training of production staff.
11. Supervises the operation of a variety of television equipment including lights, cameras, computers, editing equipment, video switchers, and related equipment.
12. Manages the workflow and preparation of a variety of reports and logs related to production activities.
13. Performs related duties as required.

### **QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operations, services, and activities of a public or commercial television station.
- Shot Composition, usage of creative angles to create exceptional images
- Principles and techniques of producing and directing live and recorded television programs in the studio or in the field.
- Advanced cinematography and videography along with expertise using modern HD, 4K and 8K cameras.
- Operational characteristics of current production, editing, and IT infrastructure.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations including FCC rules and regulations pertaining to station operations.

#### **Ability to:**

- Manage In-Studio and remote productions and production personnel
- Travel with production team for surveys and remote shoots as needed.
- Work with outside vendors and freelance crews
- Display strong interpersonal and communication skills, both written and verbal
- Act as a self-starter with excellent follow-through ability and accountability



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- Implement excellent organizational skills for production personnel being managed; ability to effectively multi-task in a fast-paced, deadline-oriented environment
- Solid financial acumen; experience with creating and maintaining production budgets
- Available to work nights and weekends
- Available to travel as needed
- Available at all times to coordinate programming and schedule changes with Studio Operations head.

**Education and Experience Guidelines** - *A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in telecommunications, journalism, English, or a related field; An additional three (3) years of directly related experience and Sixty (60) college units may be substituted for the degree.

**Experience:**

At least 10 years of experience in producing, shooting, and directing digital content, television programs, or feature films.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office/classroom/clinical setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.