

TELEVISION PRODUCER/DIRECTOR**NATURE OF WORK**

This is responsible, creative work in the preparation, production and direction of educational television programs.

Work involves preparing and assisting with the preparation of programs, selecting visuals and other materials, and directing closed-circuit cable broadcasting and taping of television programs. An employee of this class is assigned a particular program or programs and enjoys considerable independence in the preparation, production and direction of programs. Work is reviewed from program quality by a technical or administrative superior or faculty member utilizing services.

ILLUSTRATIVE EXAMPLES OF WORK

Conducts production conferences with subject matter specialists to determine the course of action to be taken prior to and during program.

Researches or advises production assistants on the researching of material for a program; reviews script prepared by others and offers advice; ensures that the proper materials are available for the program, including visual aids and audio materials; previews films and videotapes; advises and assists program participants in preparing for program.

Directs the program by operation of telecast control panel; co-ordinates and directs crew members and technicians during program production and telecast; determines which sets are to be used, and instructs crew members on set construction and placement.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in television program production and direction, preferably including experience in educational television production and direction; completion of college level course work equivalent to a masters degree with major course work in speech, communications or radio or television production and direction procedures; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the methods, materials and techniques used in the production and direction of television programs.

Considerable knowledge of the uses, operating characteristics and limitations of television equipment.

Considerable knowledge of the methods, operating characteristics and limitations of television editing equipment.

Ability to co-ordinate program content, program participants and crew members in the production of quality programs.

Ability to think and act quickly and efficiently and to work effectively as a part of a closely co-ordinated team.

Ability to translate information and ideas into effective program content.

Ability to assist production assistants in the performance of their tasks.

Ability to work well with faculty members, administrators, students and the general public.

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