

Metropolitan King County Council

Position Descriptions



Position: Supervising Producer	FLSA: salaried, overtime exempt
Department: KCTV	Salary Grade: 122
Council Approved:	

Summary

Conceives, develops, plans, supervises and produces television and related multi-media and new media programs for a government access cable station that delivers Council meetings and public information on County programs and services. Oversees and coordinates videography, editing, and post-production of studio and field-based programming.

Distinguishing Career Features

The Supervising Producer is a first-line supervisory position that in addition to supervising staff, provides advanced creative and technical direction over the delivery of television programming to, and access by citizens. The position requires specialized training in all aspects of video production including, but not limited to conceptualizing and directing production of programming.

Essential Duties and Responsibilities

- Writes, produces, and hosts television series and stories for King County TV, under the direction of the Station Manager.
- Supervises and coordinates all King County TV production and program development that includes and is not limited to, pre-production, production of both studio and field work, and post-production archiving and rebroadcast.
- Designs, conceptualizes, and coordinates production of programming. Consults with County departmental/agency leadership and staff and with separately-elected officials to develop program ideas and concepts, scripts, and schedules.
- Supervises video editing, including computer-aided non-linear systems, software, and digital assets. Supervises and writes, produces, and may host television stories and features. Ensures that finished programs fulfill the intentions of providers and station management.
- Supervises technical duties supporting audio and video media production such as, but not limited to, pre-production planning and post-production editing, script writing, audio, background effects, dubbing, digital slide shows, and all other program elements. .
- Assigns production staff to projects. Reviews work and provides guidance on script, videography, audio, and all other elements of the production process.
- Supervises program development and acquisition, and oversees content and quality of all in-house productions for consistency and standards.
- Assures high technical quality of final product. Implements established broadcast standards and content. Assures that all material, broadcast or produced, conforms to organizational standards and FCC requirements.
- Writes and updates and supervises the writing and updating of program information for Web pages, social networking sites, printed brochures and fliers, and e-mail distribution.
- Develops and maintains interactivity with audiences, including talkback features, program alerts, and viewer surveys.
- Participates in the marketing and branding of King County TV to audiences.

- Performs logistics functions for productions such as scheduling clients and shooting locations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Requires specialized professional knowledge of the principles and practices of design and coordination of broadcasting, and networking systems that support multi-media and new media production. Requires in-depth knowledge of television programming concepts, principles, methodology and techniques. Requires basic knowledge of FCC regulations. Requires knowledge of editing and non-linear editing processes, and camera work. Requires knowledge the role electronic systems, e.g. Windows-based computers and peripherals, to production. Requires creative, visualization editing and program development skills. Requires skill at prioritizing, planning and communicating program activity sequencing. Requires well-developed language and writing skill to prepare scripts, procedure manuals, instructions, and other program materials. Requires well-developed human relations skills to supervise and work cooperatively with others to explain technical concepts and facilitate discussions with small groups, and speak in front of a television camera. Requires sufficient math skill to read, summarize, and record detailed numbers and measurements.

Abilities

Requires the ability to independently perform all of the duties of the position. Must be able to design and produce computerized multimedia presentations and programming. Must be able to operate all of the equipment related to multimedia production. Must be able to work with end users to determine specific program needs and creatively develop programs to meet those needs. Must be able to plan and prioritize projects to meet required schedules and timelines. Must be able to work with peers in a team environment and with individuals beyond the department in a professional and technical manner. Requires the ability to work in a studio environment subject to noise from equipment operation. Requires the ability to work a schedule that is flexible and will conform to public meeting schedules, including split shifts and extended hours to resolve technical issues.

Physical Abilities

Incumbent must be able to work indoors in a studio/control room environment and/or occasionally outdoors, engaged in work of primarily a moderately active nature. Requires the ability to maintain cardiovascular fitness to engage in moderately active physical labor such as carrying equipment to remote sites for shoots. Must be able to use near and far vision to write, to read printed materials and computer screens, and to observe studio productions, including television monitors and camera view finders, often for lengthy periods of time. Requires sufficient hearing and speech ability for ordinary and telephonic conversation and to hear and adjust quality of sound transmission. Requires manual hand-eye-arm and finger dexterity to use a personal computer keyboard, mouse or other pointing device, and specialized television control room equipment. Requires the ability sit for extended periods of time to accomplish desk work. Requires the ability to stand upright and forward flexing during remote shoots, lift (from overhead, waist and floor levels (50 lbs. max.), push/pull (50 lbs. max.), and move boxes of video tapes and other materials and equipment in the studio and remote sites.

Education and Experience

The position typically requires a bachelor