

## TELEVISION PRODUCER-DIRECTOR

### DEFINITION

Develops, produces, and/or directs live and recorded television projects for KLCS, the District's television station and assigned production projects for external and internal clients.

### TYPICAL DUTIES

- Coordinates tasks, particularly logistical, throughout the production cycle, which includes preproduction, production, and postproduction duties such as budgeting, scheduling, scripting, editing, audio, color correction, graphics, and closed caption.
- Develops, prepares, and makes presentations and submits proposals to businesses and private organizations and internal clients for funding of specific projects, and prepares reports to funding participants regarding production progress and results.
- Develops and recommends production budgets.
- Conducts research and confers with professional experts in a wide variety of subject areas, such as academics, mental health, and social issues in the development of projects.
- Assures appropriateness of content by conferring with clients and content experts.
- Develops and outlines project ideas, writes and edits scripts and correspondence.
- Interviews, conducts auditions, selects and hires, and rehearses talent for on and off-air roles and participation in productions.
- Establishes schedules, time parameters, and times segments and provides time cues and other production information to technical crew and talent.
- Directs technical crew, show participants, and other production team members during live presentations or recording including directing participants and technicians in taking immediate action in response to problems.
- Supervises production and post-production process: editing, graphics, voice-overs, narration, and music.
- Travels to production project locations with video production equipment, as necessary.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Television Producer-Director conducts research, writes, produces, and directs television specials or series for taped or live presentation.

The Director of Programming and Operations develops and implements the KLCS-TV/DT broadcast schedule, which includes selecting programs for broadcast, develops program policies and procedures, and supervises the activities of the programming and operations staff.

The General Manager, KLCS is the administrator responsible for the development and implementation of policies regarding the goals, purpose, and operation of Television Station KLCS and the administrative direction of the station's operation.

## SUPERVISION

General direction is received from the General Manager, KLCS or Director of Programming and Operations. Work direction is exercised over talent and technical and production crews as assigned to specific projects.

## CLASS QUALIFICATIONS

### Knowledge of:

Capabilities and uses of media for community, educational, and instructional purposes  
Operations and terminology used in the production and broadcast of live or recorded television programs  
Pre-production, post-production, and editing techniques, software, and hardware  
Theory of television production, including, studio/field lighting techniques, audio, and camera framing techniques; set aesthetics; and related practices and procedures

### Ability to:

Direct in a multi-camera/single camera environment  
Plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved  
Provide clear communication of project deliverables and expectations to multiple internal and external clients  
Track facility usage and external costs  
Work in a high paced environment with limited budgets and strict deadlines  
Develop, write, and edit scripts  
Make effective oral presentations to public and private organizations and firms  
Effectively oversee and coordinate the activities of a project  
Write clear, concise proposals and reports

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in telecommunications, video and film production, and related subjects. Experience beyond that required may be substituted for the required education on a year-for-year basis.

### Experience:

Four years of experience in producing or directing live, taped, or film productions, preferably for public television.

### Special:

A valid California Driver License.  
Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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