

PROGRAM PRODUCER

Duties and Responsibilities

This is a professional class of positions involved in radio and television (TV) broadcasting. There are three Assignments Levels within this class positions. All personnel perform related work. The following are typical assignments within this class of positions

Assignment Level I

Under supervision, assists in the production of radio and/or television programs.

Examples of Typical Tasks

Selects, edits and adapts original work for radio/TV presentation, including choosing, cutting or eliminating musical bridges, casting and making casting adjustments, and adjusting scripts to assure proper pacing and timing.

Supervises, assigns and schedules the work of operations, production and film personnel.

Prepares advance program logs and daily operations logs; checks program production reports and incorporates necessary timing, production and other details into the daily logs.

Implements advance program schedules by assigning appropriate videotapes and film spots for recording or playbacks on date and hour listed. Selects and schedules program fills standbys and feed arrangements, as well as film and videotape inserts, slides and accompanying copy for program intros, outros and station break announcements.

Maintains records of production details.

May assist higher level programming personnel; may act as a program production assistant or operational director.

May conduct auditions.

C-XI
RADIO AND TELEVISION
OCCUPATIONAL GROUP [236.3]
GROUP III- PROGRAMMING

CODE NO. 60621

PROGRAM PRODUCER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

May write dramatic scripts.

Assignment Level II

Under general supervision, assists in producing radio and/or TV programs, participates in planning programs, and supervises production, publicity and promotion.

Examples of Typical Tasks

Translates program ideas into actual content and presentation.

Supervises the preparation of daily operation sheets for radio and TV.

Supervises the preparation and presentation of scripts, continuities and spot announcements.

Enforces departmental policy directives concerning the content of air presentations.

Supervises the personnel of the program division. Approves duty tours and leave requests under departmental policy directives.

Promotes radio and/or TV by negotiating or assisting in negotiating with individuals and representatives of funding sources and other private and governmental agencies involved in programming.

Conducts research activities for audience reaction. May supervise audience promotion and publicity activities.

PROGRAM PRODUCER (continued)

Assignment Level III

Under direction, directs and supervises the production, scheduling, presentation, publicity and promotion of radio or TV programs.

Examples of Typical Tasks

Plans and schedules radio or TV programs and arranges for their presentation by supervising the work of all personnel connected with the radio or television program divisions.

Coordinates program schedules.

Arranges for and conducts auditions

Formulates policies for programming in conformance with federal, state and local laws.

Negotiates with public officials and private agencies with respect to program resources and departmental programming needs.

Directs the Municipal Communication Service.

Qualification Requirements

1. A baccalaureate degree from an accredited college with courses in radio/TV broadcasting, including production, direction and writing of programs; or
2. A high school diploma or its educational equivalent and two years of experience in radio or TV broadcasting including writing, directing, producing and tape work; or
3. A satisfactory equivalent, but all candidates must have a high school diploma or its educational equivalent

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PROGRAM PRODUCER (continued)

Special Note

To be promoted from Assignment Level I to Assignment Level II the candidate must serve satisfactorily for one year in Assignment Level I. To be promoted to Assignment Level III from Assignment Level II the candidate must have served satisfactorily in Assignment Level II for one year.

Direct Lines of Promotion

From: None

To: To be determined