

Vegas PBS - TV Executive Producer

Position Details

Class Code: 4885

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 63 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative direction, responsible for the planning, supervision, and editorial direction of assigned in-house productions/functions of the Vegas PBS Production Department; supervises and coordinates assigned staff.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Identifies/evaluates projects to help achieve revenue goals.
2. Composes and edits programs to meet management goals; reviews productions to ensure objectives are met.
3. Guides instructional designers in creating digital educational content.
4. Negotiates and approves professional/technical service contracts with outside vendors.
5. Outlines programs to be produced and evaluates finished scripts.
6. Serves as a representative of Vegas PBS in the community, with legislators, funders, and key stakeholders.
7. Administers, prepares, and manages production budgets.

8. Recommends procedural changes in conformance with regulatory/contractual mandates.
 9. Serves as leadership resource person to production staff, independent contractors, consultants, and Clark County School District staff.
 10. Researches equipment needs pertinent to public television production.
 11. Supervises research of community problems, interests, and needs.
 12. Provides input into production staff evaluations.
 13. Oversees daily operations of assigned unit, ensuring compliance with District, state, and federal laws, policies and regulations.
 14. Ensures that program content complies with Federal Communications Commission (FCC) non-commercial broadcast standards and Public Broadcasting Service (PBS) guidelines.
 15. Manages/coordinates production of assigned in-house programs, including creation, development, production, scheduling, promotion, editing, and arrangement of facilities, equipment, personnel, and locations.
 16. Manages, leads, and coordinates full-time employees, contract producers, independently contracted production personnel, volunteers, and students, as appropriate.
 17. Monitors industry trends, technology, and the station's competitive environment to help inform content and strategic direction.
 18. Coordinates productions with the TV Multimedia Production Manager.
 19. Operates District vehicles.
 20. Researches content/topics and identifies guests for Public Affairs programs.
 21. Produces television programs, including research, script writing, rehearsing, editing, and recording.
 22. Coordinates studio and remote location activities with supervisors, production crew, engineers, and other participants.
 23. May act as moderator and interviewer.
 24. Plans and prepares special events programming.
 25. Collaborates with staff to develop creative concepts for video, web, and social media platforms.
 26. Conforms to safety standards, as prescribed.
 27. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Manages, coordinates, and plans television production and broadcasting operations; supervises assigned staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Embraces, supports, and develops the corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
 2. Knowledge of television production activities and related equipment.
 3. Knowledge of script writing.
 4. Knowledge of FCC public television regulations.
 5. Knowledge of problem-solving techniques.
 6. Ability to direct television productions.
 7. Ability to prepare technical and statistical reports.
 8. Ability to develop and apply procedures.
 9. Ability to establish performance expectations.
 10. Ability to supervise and evaluate employees.
 11. Ability to plan, organize, and coordinate workloads to meet deadlines.
 12. Strong speaking, writing, analytical, and persuasive skills; able to interact effectively with all levels of employees, vendors, contractors, and outside agencies.
 13. Strong contract negotiation skills.
 14. Strong political content awareness.
 15. Ability to judge when to act independently and when to refer situations to an administrator.
 16. Ability to maintain confidentiality of information.
 17. Ability to work flexible hours/shifts.
 18. Ability to work cooperatively with employees, students, the public, and outside agencies.
 19. Ability to recognize/report hazards and apply safe work methods.
 20. Ability to prepare departmental budgets and oversee fiscal management.
 21. Knowledge of computers and video editing software.
 22. Ability to analyze and redevelop department operations, formulate policies, and develop/implement new strategies and procedures.
 23. Ability to coordinate/supervise independent contractors, interns, and volunteers.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Eight (8) years' experience in television production, including four (4) years' supervisory experience; or, Bachelor's degree from an accredited college/university in television production or a related field, plus four (4) years' experience in television production with progressive leadership responsibilities.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (must be dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record, which must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV. Must have safe driving record.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD/Vegas PBS facilities; travel to/from agencies, businesses, and remote production sites.

Work Environment

Strength

Light - exert force of 10-25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers, fax machines, telephones, television camera, lighting/sound equipment, off-line editor, studio switcher, very high frequency (VHF)/ultra-high frequency (UHF) television receivers, news wire service, police scanner, microwave systems, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/21/23
- Created: 01/14/22