

# Vegas PBS - TV Multimedia Production Manager

## Position Details

Class Code: 4890

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, produces/directs educational television programs and performs video production tasks in the office/field, including scripting, recording, directing, producing, and editing; operates computer editing systems, creates motion graphics, and integrates audio/music to produce a final product.

---

## Essential Duties and Responsibilities

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

1. Motivates, mentors, evaluates, supervises, and provides work assignments/priorities to direct reports; ensures a high-performance, service-oriented work environment that supports Vegas PBS' mission.
2. Directs multi-camera video productions in studios, remote production environments, and public meetings.
3. Sets up, operates, and maintains professional field/studio cameras, audio equipment, and lighting to produce videos.
4. Creates studio sets using backdrops, flooring, and lighting elements to achieve broadcast quality standards; creates and lights studio sets in a virtual environment, using specialized techniques to make optimal use of green screen technology.

5. May edit, redact, and duplicate videos to assist Clark County School District Police in meeting public records request requirements.
6. Maintains up-to-date knowledge of video production technologies; makes hardware, software, and equipment purchase recommendations;
7. Responsible for inventorying materials and stocking supplies; obtain bids from vendors; provides input on section budget and ensures that annual expenditures do not exceed budget.
8. Operates District vehicles.
9. Manages/coordinates facility use schedules and equipment for all events other than teleconferences.
10. Coordinates productions at remote locations, as required.
11. Develops specifications for new/replacement production equipment.
12. Oversees daily operations of the organizational unit, ensuring compliance with District, state, and federal laws, policies, and regulations.
13. Verifies that programs/scripts conform to Federal Communications Commission (FCC) noncommercial broadcast standards and Public Broadcasting Service (PBS) guidelines.
14. Manages/coordinates production of assigned in-house programs, including creation, development, production, scheduling, promotion, editing, and arrangement of facilities, equipment, personnel, and locations.
15. Manages, leads, and coordinates full-time employees, contract producers, independently contracted production personnel, volunteers, and students, as appropriate.
16. Supervises production personnel, including allocation, training, promotion, enforcement of internal procedures, and problem resolution; evaluates personnel performance and makes recommendations; motivates employees to achieve peak productivity/performance.
17. Develops/monitors production budgets; tracks financial aspects of departmental projects, equipment, and staffing.
18. Conforms to safety standards, as prescribed.
19. Performs other tasks related to the position, as assigned.

---

## **Distinguishing Characteristics**

Proudces, writes, and directs educational television programs.

---

## **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 equipment.
  3. Ability to write and edit scripts.
  4. Ability to direct television productions.
  5. Ability to plan and organize work.
  6. Ability to work under pressure.
  7. Ability to communicate verbally and in writing.
  8. Ability to read and understand verbal/written materials.
  9. Ability to relate well with people.
  10. Ability to supervise and evaluate employees.
  11. Ability to recognize/report hazards and apply safe work methods.
  12. Knowledge of practical applications of video production theories.
  13. Knowledge of media production.
  14. Knowledge of safe audio/video equipment operation, including digital video and still camera equipment, mixers, switchers, character generators, and lighting instruments.
  15. Knowledge of editing hardware/software troubleshooting.
  16. Knowledge of effective staff motivation and supervision practices/procedures.
  17. Knowledge of FCC public television rules/regulations.
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
- 

## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc)
2. Bachelor's degree from an accredited college/university in radio, television/film production, communication, journalism, etc., plus three (3) years' television production experience; or,  
Seven (7) years' television production experience.

## **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 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.
4. Must obtain Federal Aviation Administration (FAA) drone certification within 90 days of hire.
5. Must acquire Occupational Safety and Health Administration (OSHA) 30 certification within 30 days of hire.
6. Must obtain scissor lift certification within 30 days of hire.

## **Preferred Qualifications**

None specified.

---

## **Document(s) Required at Time of Application**

1. High school transcript 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. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV. Must have safe driving record.
  5. Copy of FAA drone certification, if applicable.
  6. Copy of OSHA 30 certification, if applicable.
  7. Copy of scissor lift certification, if applicable.
  8. Specific documented evidence of training and experience to satisfy qualifications.
- 

## **Examples of Assigned Work Areas**

District/Vegas PBS facilities – TV studio, remote production sites, etc.

---

## Work Environment

### Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and 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. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Frequent electrical shock hazards, furniture, playground/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, television monitoring equipment, video cameras/recorders, audio/video patching systems, sound equipment, telephones, 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