

BLUE RIDGE PUBLIC TELEVISION

POSITION DESCRIPTION

Position Title: Television **PRODUCER /ON AIR HOST**
Department: Production
Supervisor: Production Manager
Hours: Full Time, Exempt
Salary Range:

GENERAL DESCRIPTION

Produce television programs, series, segments and promotional spots as assigned by the Production Manager or Vice President of Production and Operations. Consult and work with clients to produce commercial, long-format video productions, and corporate and industrial spots.

SPECIFIC DUTIES

- Responsible for all phases of project assignments
- Will be asked to host and write programs and segments, including field documentaries and studio productions.
- Be able to communicate ideas for production needs. Responsible for set requirements, music, props, and all visual aids for a project in cooperation with production and engineering personnel to create the best possible product
- Operates non-linear editing equipment, studio, and remote production equipment including cameras, audio, lighting, and technical support equipment
- Must be able to function under pressure, make independent decisions, and exercise discretion in the performance of duties
- Perform other duties as assigned

WORKING CONDITIONS

Must be able to lift heavy objects such as camera equipment, flats, furniture, etc. Possible daily travel. Possible nights, weekends, and holiday work. Must have a valid drivers license.

QUALIFICATIONS

Through a combination of education, training, or work experience must have the ability to acquire the necessary knowledge and skills to perform the duties of this position. Must have previous on-air and broadcast writing experience. Must be available to work day shift, night shift, weekends, and holidays if necessary.

* As with any growing organization, additional responsibilities may be assigned or eliminated as growth or reorganization occurs. Additional responsibilities would follow accepted standards with the broadcast industry. The intention of this position description is to clarify general duties and responsibilities and not to limit the obligations of this position to those listed.