



POSITION AVAILABLE

Title: Production Manager/Content Producer

The Production Manager/Content Producer is responsible for producing, shooting and editing digital and broadcast content. This position will mentor and train newer team members, interns and fellows, coordinate workflow of digital content producers, digital content team and assistant editors and monitor equipment purchases, repairs and training.

Responsibilities include but are not limited to:

- Produce, shoot, edit of assigned projects for broadcast and online platforms, including digital first content, short features, documentaries, promotional videos and pledge content.
- Assume full production responsibilities when designated as lead producer of content, including taking a lead role in planning filming dates, editing dates, premiere dates.
- Meet assigned deadlines.
- Work with graphic designer to obtain design elements to enhance video content.
- Screen final edited content with supervisor.
- Make editing changes as suggested by supervisor.
- Screen with fellow team members when applicable.
- Assist other lead producer/colleagues in organizing, shooting or editing their content.
- Provide interactive and marketing teams with all video, narratives and images to ensure proper distribution across various platforms.
- Oversee the daily workflow in Avid and Digital Productions including technical issues and monitoring project progress.
- Actively engage in problem-solving and Avid technical support.
- Responsible for Avid and Premiere training for assistant editors, digital content associates and Fellows. Advise team on proper equipment usage, creative techniques and production values.
- Monitor video camera, editing, and archiving equipment condition, suggesting and/or handling repairs and purchases.
- Oversee the daily workflow in Avid and Digital Productions including technical issues and monitoring project progress.
- Actively engage in problem-solving and Avid technical support.
- Responsible for Avid and Premiere training for assistant editors, digital content associates and Fellows.
- Advise team on proper equipment usage, creative techniques and production values.
- Monitor video camera, editing, and archiving equipment condition, suggesting and/or handling repairs and purchases.

- Oversee video content archiving project, working with producers and assistant editors to gather and preserve appropriate video and accompanying files.
- Work with Production Media Coordinator and others to support staffing for digital shoots and edits.
- Meet with colleagues and supervisors to discuss ideas/proposed content, and to assist others with leads and suggestions for possible upcoming projects.
- Suggest and research ideas for new digital content.
- View and provide feedback on videos produced by colleagues.
- Encourage originality and creativity among the producers.
- Work directly with supervisors to maintain production standards.
- Research trends and utilize social media and interactive tools to distribute video content and promotional materials.

Required education and skills:

- Bachelor's Degree or relevant work experience.
- 3-5 years of production experience required.
- Knowledge of Avid Media Composer, Avid Storage, Avid Pro Tools, Adobe Premiere Pro CC, Archiving content, DSLR Camera, Editing and Producing

Candidates should send **a resume and cover letter with salary requirements** to careers@wqed.org. **No Phone Calls Please.**

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