

## **Trumbull Community Television Supervising Producer Job Description**

*The Supervising Producer reports to the Town of Trumbull Community Television Advisory Council Chairman and is responsible for enhancing the value of Trumbull Community Television in keeping with its mission, vision, values, and strategic plan. The focus of the position will be improving the technical and programming quality of the channel.*

### **Programming Content**

- Ensure the highest level of content and presentation in all programming and special events.
- Ensure programming is consistent with established priorities and supports the organization's mission and values.
- Create and produce new programs and series:
  - Create a dialogue in the community to identify programming ideas that would support the channel's mission and values.
  - Observe other Connecticut public/education/government access channels to develop new program/series ideas.
  - Create an outline of the proposed program or series, determine the resources necessary to execute the program/series and present those ideas to the Trumbull Community Television Advisory Committee for approval
  - Oversee execution of approved programs/series, including, as necessary, videotaping and editing.
- Identify and implement ways for the channel to work more closely with the high school videography classes including supporting curriculum development, bringing in guest speakers and encouraging the development of student videos/films for airing on the channel.
- Videotape meetings and events for Trumbull Community Television as necessary.

### **Program Quality**

- Work closely with the Programming Director to identify and implement ideas to improve the audio and video quality of the channel.
- Work closely with the Programming Director to identify and implement ways to improve the viewer experience (on-demand programming, live events, etc.)
- Work with the Programming Director to prepare tapes for airing.
- Assist in maintaining the video library and duplicating tapes as requested by residents.
- Give direction to videographers to increase consistency of program quality.
- Research and recommend additional equipment that would improve the efficiency of the channel's operation.

- Research and recommend additional equipment that would improve the audio and/or video quality of the channel.
- Provide a status report at Town of Trumbull Community Television Advisory Council meetings.

### **Public Relations**

- Communicate with stakeholders to keep them informed about the organization.
- Establish collaborative relationships with community leaders and groups (legislators, industry, and national, state, and local agencies) in support of the strategic plan.
- Create and maintain a centralized calendar of all video shoots to facilitate scheduling videographers.

**Part-Time:** 500-600 hours per year; \$25-30 per hour

### **Qualifications**

- Three or more years of experience in videotaping, editing and program development required.
- Experience with a local, regional or national programming network preferred.
- Two or more years of not-for-profit experience preferred
- Bachelor degree in filmmaking/videography/etc. preferred.
- Proven ability to develop and maintain strategic relationships in the community.
- Demonstrated videography and/or editing skills.
- Excellent written and oral communication skills
- Demonstrated ability to train and motivate staff
- Ability to motivate and work effectively with volunteers and students
- Excellent computer skills and working knowledge of social media
- Demonstrated dedication to the town of Trumbull preferred
- Networking, evaluation and research skills to assess other public access television channels for programming/technical ideas

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