



## **PRODUCTION MANAGER Job Description**

Full Time / Salaried Position (exempt)

Reports to the Executive Director

The Production Manager is responsible for the technical production of all media initiated by and generated through Dakota Media Access (DMA) and trains/assists staff, volunteers and community producers in technical aspects of media production. The Production Manager is also the principal control room operator for government meetings and events originating from Bismarck and Mandan administrative buildings. Key accountabilities of the Production Manager are to:

- Provide technical and creative skills necessary for the timely production of quality government and community programming
- Contributes to the enhancement of the organizational brand through high quality productions and effective communication
- Research, develop and share new technologies, skills and creative processes with staff, volunteers and community producers
- Oversee the acquisition of state-of-the-art production equipment and ensure the proper set-up, use and maintenance of production areas and equipment

## **PRIMARY RESPONSIBILITIES**

### **Production**

- Capture, direct and edit all DMA productions including studio, on-location, live events, and special projects as well as intros/outros, station ID's and promotional videos.
- Operate and maintain a variety of computer hardware and software, cameras, decks, recording equipment and video editing systems.
- Select shot locations; prepare set design and layout for video and live productions, select appropriate recording equipment, light placement, and shot compositions.
- Set up, engineer equipment for studio and field productions including matching and adjustment of cameras, lighting, audio recording and transportation (if necessary).
- Assemble and position materials, furniture and props for regular studio series and special programs as needed.
- Operate control room during local government meetings and events originating from Bismarck and Mandan administrative buildings.

### **Training and Research**

- Provide technical assistance to community producers, volunteers and staff in the completion of program edits and provide additional edits or corrections as needed.

- Supervise production assistants to ensure job requirements are met and manage interns when appropriate.
- Facilitate involvement of volunteers and direct volunteers during studio and field productions.
- Train, supervise and fill in for other control room operators of government meetings and ensure meeting coverage standards are met.
- Maintain a knowledge base of new and emerging technology and develop strategies for implementation of new technology within our organization.
- Assist in the planning and execution of training workshops in the production and delivery of digital media.
- Transfer knowledge of equipment operation and production techniques to staff and community users of various ages and levels of expertise.

#### **Equipment and Facilities**

- Manage all production equipment and ensure equipment remains in good condition and working order.
- Conduct regular equipment maintenance and arrange for timely repairs as necessary.
- Keep a log of all equipment maintenance and repairs and provide reports to keep inventory records updated.
- Coordinate equipment traffic and complete necessary paperwork for equipment reservation and check in/out.
- Conduct research for production equipment purchases and provide budgetary pricing and purchase recommendations for future needs and advances in technology.
- Oversee and maintain production facilities including studio, meeting control rooms, edit stations & equipment rooms.
- Provide a safe working environment in all DMA production areas.

#### Other Duties

- Provide content contributions to DMA Website and social networking posts.
- Use personal vehicle for business-related travel when needed.
- Produce high volume of work in a timely manner with minimal supervision.
- Assist with program development, special projects, daily operational activities and other duties as assigned.
- Complete monthly production report.

#### Desired Qualifications

- Ability to arrange, operate and understand equipment for a production studio and edit stations.
- Thorough knowledge of digital media production software including Final Cut Pro, Adobe Photoshop and current Windows and Macintosh operating systems.
- Familiarity with Adobe Creative Suite, motion graphics and/or digital distribution methods in multiple file formats for web streaming and podcasting a plus.
- Excellent organizational and problem solving skills.

- Ability to focus on details while multitasking and remaining calm under pressure.
- Enthusiastic and energetic self-starter with a demonstrated ability to work independently while still being a part of a team.
- Ability to climb ladders and lift and carry items (equipment) weighing 50 pounds.
- Eyesight, hearing and manual dexterity sufficient to operate small electronic devices, computers and video equipment during productions and editing.

### Education and Experience

Any combination of education and experience that provides the skill, knowledge and abilities required to qualify will be considered.

The work experience must have included the use of a variety of equipment and techniques such as various cameras, shot compositions, editing systems, lighting effects, computer graphics equipment, etc., to produce and edit audiovisual presentations.

Desirable education includes technical school or college-level study in television production, communications, journalism, commercial art or a related field that included coursework in photography and video production.

### Hours

- 40 hours per week (typically three weekdays to 8:00 pm)
- Some weekend productions
- Must be flexible

### Salary and Benefits

- Beginning salary \$33,000 – \$41,000 depending on qualifications and experience
- Paid Time Off (PTO) and holidays
- Single plan health insurance
- Supplemental Insurance

### Dakota Media Access (DMA)

DMA is a non-profit 501 (c)(3) corporation responsible for managing the production facilities, equipment, programming and distribution systems for the area's public, educational and governmental media needs.

We provide a creative working environment that serves the community in a unique way. The many non-profit groups we assist, the government meeting coverage we supply and the opportunities we provide for local community producers makes our work both stimulating and rewarding. To learn more about us, visit our web site: [www.freetv.org](http://www.freetv.org).

### Application and Selection Process

Applications can be obtained at DMA, 307 N 4<sup>th</sup> St, Bismarck, ND 58501 or by email at [info@freetv.org](mailto:info@freetv.org). Completed application forms, resumes and samples of work must be submitted on or before 5:00 p.m., Friday, February 5, 2010.