



Job Description

Job Title: Cable/Broadcast Television Producer

JTC: TM1

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for assisting the Campus Dean in the day to day operations, planning, directing and management of the community campus with an emphasis on college admissions and advising.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Solid knowledge of camera, lighting and sound effects. Must demonstrate excellent project management, organization and communication skills. Able to edit, design and create a wide range of digital video sequences for interactive, broadband and television applications.

Demonstrated problem solver with the ability to explain and document technical issues and concepts to both technical and non-technical audiences. Ability to work with multiple customers at a given time, ability to prioritize, and coordinate multiple work activities in a fast-paced environment with quick deadlines and turnaround.

Ability to work with production crew and clients under deadline pressure to produce content. Build a relationship with all active and inactive contractors and, in doing so, grow our cloud with trusted, reliable contractors

Ability to utilize various media hardware and software tools, such as camera operator, graphics, video editing and video composing. Ability to utilize computer technology to maintain records and generate reports.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus three (3) years of experience as a video producer in television or cable casting areas. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates and evaluates broadcast/cable production to achieve marketing objectives. Supervises production and coordinates scheduling of cable programming and projects.

Edit, design and create a wide range of digital video sequences for interactive, broadband and television applications. Participate in the design of video graphics, titles, music, and creative look of shows; makes editorial decisions regarding assembly of information, illustrations, and content.

Coordinates marketing for broadcast and cable programming. Manages digital asset management. Video Producer for DCCCD special events, i.e., District Conference Days, Convocations, etc. Assesses and develops revenue generating products.

Supervises production of cable broadcast and promotional video's and PSA's. Provides supervision of the, student assistants and contract labor. Audit and reconcile budget expenditures. Responsible for hiring of contract labor for various productions. Resource to the DCCCD Public Information Council

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.