

TV Producer – Director II

Position Details

Class Code: 4850

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, produces and directs educational television programs.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Produces/directs television programs, including research, script writing, rehearsing, editing, and recording.
 2. Coordinates in-studio and remote location activities with supervisors, production crew, engineers, and other participants.
 3. Writes/edits original television scripts.
 4. Ensures that program content complies with Clark County School District policies.
 5. Manages program budgets.
 6. May act as moderator and interviewer.
 7. Plans and prepares special events programming.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Writes, produces, hosts, and directs educational television programs.

Knowledge, Skills, and Abilities (Position Expectations)

1. Embraces, actively supports, and develops the corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
 2. Knowledge of television production activities and equipment.
 3. Ability to write and edit scripts.
 4. Ability to direct television program production.
 5. Ability to plan and organize work.
 6. Ability to work under pressure.
 7. Ability to read and understand verbal/written materials.
 8. Ability to relate well with people.
 9. Ability to supervise and evaluate employees.
 10. Ability to recognize/report hazards and apply safe work methods.
 11. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Six (6) years' experience in television production; or, Bachelor's degree from an accredited college/university with a degree in radio, TV, and/or film production, communication, journalism, etc., plus two (2) years' experience in television production.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV), at time of application or

Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

3. Safe driving record, which must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV. Must have safe driving record.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities – TV station, schools, and remote location sites.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers, television monitoring equipment, television/video cameras, recorders, audio/video patching systems, sound equipment, related television equipment, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/18/23
- Created: 08/05/91