City of New York
Dept Of Info Technology & Tele
75 Park Place
New York City, NY 10007
Job Vacancy Notice

Civil Service Title:	PROGRAM PRODUCER	**Level/Grade:**	02
Title:	60621	**Salary:**	$45,704/ $52,560- $62,754
Office Title:	Digital TV/Web Producer		
Division/Work Unit:	Wnyctv-Manhattan	**Number of Positions:**	1
Hours/Shift:	Day		
Work location:	Various locations throughout the 5 Boroughs		

Job Description

Responsibilities will include: Selects, edits and adapts original work for radio/TV/web presentation, including choosing, cutting or eliminating   musical bridges, casting and making casting adjustments, and adjusting scripts to assure proper pacing and timing; supervises, assigns and   schedules the work of operations, production, and film personnel; prepares advance program logs and daily operations logs; checks program production reports and incorporates necessary timing, production and other details in to the daily logs; implements advance program schedules by assigning appropriative videotape and film spots for recording or playback on date and hour listed; oversee the design, operation and maintenance of several websites representing broadcast and cable television programming; Responsible for design, operation and maintenance of web based delivery methods for streaming video and advanced multimedia applications; design and creation of unique multimedia content and delivery solutions, including DVD content, video and audio web streaming, audio CD production, web animations, published documents; Create/integrate cost effective and innovative solutions for advanced media content delivery; Also responsible for selects, schedules program fills, standbys and feed arrangements, as well as film and videotape inserts; slides and accompanying copy for program intros, outros and station break announcements; maintains records of production details; may assist higher level programming personnel; May act as program production assistant or operational director; may conduct auditions; may write dramatic scripts; translates program ideas into actual content and presentations; enforces departmental policy directives concerning the content of air presentations; conducts research activities for audience reaction; may supervise audience promotion and publicity activities.

Qualification Requirements

1. A baccalaureate degree from an accredited college with courses in radio/TV/web broadcasting, including production, direction and writing   of programs; -OR-   2. A high school diploma or its educational equivalent and two years of experience in radio or TV broadcasting including writing, directing, producing and tape work; -OR-   3. A satisfactory equivalent, but all candidates must have a high school diploma or its educational equivalent.

Essential Skills

Preferred candidates should possess the following: experience working in broadcast and/or cable television production; knowledgeable of broadcast television standards; experience being on camera as an interviewer and/or host; technical knowledge of lighting, camera and audio equipment in DVC Pro, Mini DV and HD formats; TV production and familiarity with master control operations; excellent creative writing, editing, and organizational skills, as well as strong multi-tasking skills with a proven record of being able to prioritize projects in a fast-paced environment; experience writing for voiceovers as well as conducting interviews, and setting up and producing live shots.

To Apply:

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office 75 Park Place- 5th Floor New York, NY 10007
-or-
e-mail to work@tv.nyc.gov (indicate JVN 1082 - TV/Web Producer in subject line)

New York City Residency required within 90 days of appointment

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

Post Date: March 07, 2008   **Post Until:** Filled   **JVN:** 858- 2008- 001082

The City of New York is an Equal Opportunity Employer.