

# TV Producer - Director I

## Position Details

Class Code: 4800

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, produces and directs educational/public interest television programs for broadcast.

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## Essential Duties and Responsibilities

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

1. Produces/conducts television program rehearsals and broadcasts.
2. Coordinates/directs cast, crew, and equipment operations for productions.
3. Operates camera and sound equipment as required for live broadcasts.
4. Participates in the set design process.
5. Corresponds with federal, state, Clark County School District, and community representatives, as well as the public, regarding broadcast issues.
6. Adjusts overhead studio and field lighting as required for broadcasting purposes.
7. Produces and writes scripts for television program broadcasts.
8. Supervises and researches data collection, educational/community information, and news items for broadcasts.
9. Edits audio and video.
10. Plans and directs television programs for broadcast.
11. Operates various District vehicles.
12. Conforms to safety standards, as prescribed.

13. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

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

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## **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 basic computer software applications.
  3. Knowledge of television production activities/techniques and audio/broadcast equipment.
  4. Knowledge of television directing activities.
  5. Knowledge of lighting and set design.
  6. Ability to write and edit original educational materials/scripts for production.
  7. Ability to plan, organize, and prioritize work.
  8. Ability to concentrate on the accuracy of details.
  9. Ability to make presentations to large audiences.
  10. Ability to work flexible hours or shifts.
  11. Ability to safely relocate heavy objects.
  12. Ability to accurately interpret, explain, and apply written/verbal instructions.
  13. Ability to communicate clearly, both verbally and in writing.
  14. Ability to work cooperatively with employees, other agencies, and the public.
  15. Ability to recognize/report hazards and apply safe work methods.
  16. 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. Five (5) years' experience in television production; or,

Bachelor's degree from an accredited college/university in radio, TV, and/or film production, communication, journalism, etc., plus one (1) year of 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 the time of application or Qualified Selection Pool (QSP) placement and at the 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.

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## **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 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**

TV studio and various on-location sites (i.e., natural settings, etc.)

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## **Work Environment**

### **Strength**

Light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; or negligible force constantly.

## **Physical Demand**

Frequent reaching, handling. Occasional repetitive fine motor activities. Constant talking and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: frequent near and far acuity, occasional depth perception, focal length change, color vision and peripheral vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens or other monitoring devices.

## **Environmental Conditions**

Varies from climate-controlled office settings to work outdoors in varied weather. Moderate noise intensity levels.

## **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.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, television camera, lighting/audio equipment, computers, videotaping/editing machines, video protection switcher, video character generators, etc.

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## **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: 11/17/93