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## PTV Producer/Director

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**WEBSITE:**  
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**If you have  
questions,  
please contact us  
at:**  
(208) 334-2263

**Toll Free:**  
1-800-554-5627

**Open for Recruitment:** May 31, 2018 - June 14, 2018  
**Announcement #** 05346043025

**Salary Range:** \$22.00 - \$24.00 per hour (DOE) -Plus  
Competitive Benefits!

**Location(s):**

**Typical Responsibilities:**

**Producer:**

- Researches original and assigned program proposals.
- Writes and edits narratives and scripts for all platforms.
- Prepares proposals including budgets, narratives, and intended audience.
- Researches and organizes available written materials and selects talent and guests and negotiates fees.
- Submits requests for art work, engineering and facilities to appropriate departments.
- Prepares and maintains "control" records including copyrights, expense record, art and facilities requests, and required releases.
- Coordinates all production elements with other departments.
- Maintains cost records to remain within budgetary limits of production.
- Coordinates and schedules location and studio recording.
- Prepares proposals for grant and program underwriting.
- Resolves problems concerning scheduling conflicts and allocation of resources and personnel.

**Director:**

- Directs and coordinates camera operators in the blocking, composition and sequence of shots and directs crew for studio and field based productions in the sequence and use of audio/video materials.
- Determines creative style treatment of all components of a production.
- Operates broadcast/professional video production equipment such as: tape or file-based playback and record equipment, character generator, video production switcher, audio mixer

**EMAIL:**

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)



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**Editor:**

- Determines workflow and format of productions
- Operates videotape machines or file based video equipment
- Edits with nonlinear software and hardware
- Outputs or exports final sequence to final format, either file or videotape
- Mixes audio and corrects video to within FCC and broadcast specifications

**Videographer:**

- Operates broadcast and prosumer tape or file-based video cameras using professional standards.

**Minimum Qualifications:**

**Experience:**

- In a professional broadcast and/or video production environment.
- Researching original and assigned program proposals.
- Writing and editing narratives and scripts for all platforms.
- Organizing and scheduling a media production team in the studio or on remote location.
- Directing single camera (documentary style) productions with an understanding of studio and remote television productions using multiple cameras.
- Working within an established budget for television programs and other related platforms and maintaining record of expenses, time, personnel, facilities, and rights for final project report.
- Operating professional studio and field broadcast and prosumer equipment including field video cameras, field audio equipment, lighting and grip equipment using professional standards.
- Operating nonlinear editing hardware and software, mass storage for nonlinear uses including video file transcoding; understands operation of studio equipment such as video switchers.

**Examination**

The examination is a rating of your education and experience. Enter your responses to the questions in the spaces provided in the examination. **You must have the minimum level of experience or education described for each question addressing minimum requirements to qualify for this position.** Scoring will be based on the information you provide. A minimum rating of 70 is needed to pass this examination. Notification of your test results will be available online when the review process is complete.

To preview the exam, click on the "Preview Exam" link at the bottom of this page (**you will not be able to take the exam from this screen**). If you wish to take the exam, click on any **Apply Online** button and follow the instructions provided.

### **How to Apply**

Click on any **Apply Online** button and follow the instructions provided to complete the Application Checklist and Exam for this position.

**When updating your online application information, please select:**

- **Idaho Public Television** under "Agencies"
- **Full-time** under "Job Type/Shift"
- **Boise** under "Cities"

*Thank you for your interest in employment with Idaho Public Television!*

### **Preview Exam**

#### **OVERTIME NOTICE:**

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.