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Idaho
State Government



Division of
Human Resources

PO Box 83720
Boise, ID 83720-0066

WEBSITE:
www.dhr.idaho.gov/

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

Toll Free:
1-800-554-5627

EMAIL:
idhr@dhr.idaho.gov



PTV Associate Producer

Competition limited to classified employees of:

Idaho Public Television

Open for Recruitment: September 7, 2018 - September 14, 2018

Announcement # 05338011472

Salary Range: \$14.49 - \$18.25 per hour -Plus Competitive Benefits!

Location(s): Boise

Typical Responsibilities:

Pre-Production:

- Researches topics, writes scripts, and develops social media/digital content for various projects
- Assists producers in the development of show content and full length documentaries
- Creates and maintains social media/digital style guide; acquires information and images needed for program production

Production:

- Utilizes graphic design, non-linear editing tools, and similar programs to create text/photo compilations for social media/digital platforms
- Plans and generates content for social media editorial calendar
- Organizes and uploads post production video clips to social media/digital and educational platforms

Administrative Duties:

- Monitors social media, digital, and educational content for quality control and reports content errors for correction; assists in maintaining database of audio, still and moving images for archival use
- May assist staff with day-to-day organizational needs

Minimum Qualifications:

- Good knowledge of research methods
- Experience working with various media such as print, broadcast and social media
- Experience editing and writing text for publication
- Experience balancing and coordinating multiple projects with varying deadlines

Desired Qualification:

- At least 6 months of experience using Adobe Photoshop or similar software

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 66 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 completing your online application information, please select:

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

[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.

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