**TV Producer Standard Job Description**

**Classification Title:** TV Producer

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The TV Producer, under general supervision, researches and scripts television productions and features for the programming network. Coordinates and plans events liaising and coordinating with other networks regarding on-air talent and storyline development.

**Essential Duties and Responsibilities:**

**40% Production and Event Coordination**

* Coordinates efforts with Southeastern Conference (SEC) Universities for shared programming and information related to broadcast preparation and execution.
* Assists in the production of final products for TV show segments, highlights, promos, and big screen features.
* Coordinates and executes live broadcast events for Network and In-Venue consumption.
* Serves as the project Producer/Director for live productions, highlight tapes, and marketing and promotion needs.
* Performs background research for scripting and producing television productions.
* Maintains regular contact with programming networks and network administration for proper protocols and best practices.

**20% Staff and Student Labor Management**

* Trains and manages a student labor force of approximately 25 individuals.
* Establishes and ensures communication and enforcement of rules and regulations for all staff members and student workers supervised.
* Maintains continual and thorough familiarity with applicable NCAA, SEC Conference, TAMUS, and University rules and regulations.

**10% On-Air Hosting and Interviewing**

* Serves as on-air host for television productions.
* Interviews athletes and coaches for TV production purposes.

**10% Production Oversight**

* Oversees camera crew during productions.
* Shoots high-action events and interviews.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in producing broadcast quality television.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of creative script development, graphics for on-air talent, control room switcher, and managing a camera crew.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**