

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Associate Producer

Class Code: 30364

Pay Grade: GH

A. Purpose:

Under the direction of a producer, executive producer or production manager writes, edits, acquires images and sound, and produces television, video, or promotional program segment or interstitial content.

B. Distinguishing Feature:

The Associate Producer, under the direction of a producer, executive producer or production manager writes, edits, acquires images and sound, and produces television, video, or promotional program segment or interstitial content.

The Executive Producer oversees producers, associate producers and all local program producing.

The Producer plans, writes, produces and oversees specific television program and other educational or promotional productions.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. May work under the direction of a producer and provides production support to assist in producing assigned programs and program segments.
 - a. Researches assigned program material.
 - b. Coordinates remote video and sound acquisition and scheduling of edit time for individual productions.
 - c. Recommends program content to producers.
 - d. Writes, acquires video and sound for, and edits interstitial break elements.
 - e. Researches, writes, acquires video and sound for, and oversees editing of individual program segments.
 - f. Assists in development of promotional materials such as flyers, written, or video advertising.
 - g. May function as on-air talent on specific projects.
2. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Program Manager or Program Administrator. Receives daily work direction from the designated lead worker or appointed team leader. May be assigned interstitial projects by the Production Manager. Typically provides work direction to assigned production staff on specific program productions.

E. Challenges and Problems:

Challenged to understand the specific needs of individual program content and maintain the consistency of the original idea through segment or program completion. This is challenging because of differing creative ideas, topics and shooting conditions. Also challenged to keep abreast of changing network requirements, legal issues, and technology advances.

Problems resolved include coordination and scheduling issues.

F. Decision-making Authority:

Decisions made include aesthetics of interstitial break elements and program segments.

Decisions referred include budget allocation, overall program concept, and disciplinary issues.

G. Contact with Others:

Daily or weekly contact with producers, the executive producer and the production manager to discuss assignments and keep abreast of the production schedule. Daily contact with videographer/editors and directors to coordinate schedules of individual program segments and interstitial elements.

H. Working Conditions:

Working during day and/or night in a television studio or at a remote location lifting and transporting heavy and bulky television equipment while exposed to high voltage and hanging or ground laid cables in various indoor and outdoor environments and during good or adverse weather. Completion of assignments necessitates travel of one day to a week or more across the state as well as weekend and holiday work.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the practices, principles, aesthetics and techniques of television production;
- the use of television production equipment;
- communications industry standards;
- journalism standards and practices.

Ability to:

- communicate information clearly and concisely;
- research, write and edit materials for programs;
- establish and maintain effective working relationships with staff and the public;
- operate television production equipment;
- operate computers;
- travel when required;
- work a flexible schedule to include occasional nights, weekends, and holidays;
- lift fifty pounds.