

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Producer**

**Class Code: 30365**

**Pay Grade: GJ**

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### **A. Purpose:**

Plans, writes, produces and oversees television program, video, or any other promotional production.

### **B. Distinguishing Feature:**

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

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

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.

### **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. Develops and proposes topics for television or video segments or programs to meet the interests of the viewing public.
  - a. Maintains a potential topics file.
  - b. Presents proposals to the Executive Producer and the Director of Television.
  - c. Researches and develops funding sources for proposed projects to ensure programs can be produced.
2. Organizes approved program topics to ensure the production will be a success.
  - a. Recommends project objectives, content, talent, program/series title and projected budget.
  - b. Develops, researches and writes scripts.
  - c. Ensures proposed segments or programs will be a balanced and fair representation of all points of view.
  - d. Meets with the production manager, director, and executive producer to develop program treatment.
  - e. Obtains copyright clearance and other necessary releases for all people and material appearing in a production and prepares documentation.
3. May act as program host.
4. Oversees producing operations to ensure the assigned project or program is completed within budget and according to network or industry standards.
  - a. Prepares schedules for video acquisition and editing.
  - b. Obtains vehicles and lodging for assigned producing staff and production staff.
  - c. Oversees video acquisition and editing.
  - d. Chooses graphics, music and special effects.
5. Completes reports and maintains files to ensure proper documentation of activities.

- a. Prepares and files Federal Communication Commission quarterly reports with the Department Secretary.
  - b. Prepares reports for internal distribution.
6. Develops, coordinates and may produce promotional material such as flyers, written advertising or video advertisements.
  7. Acts as liaison to the public to coordinate program producing.
  8. Provides on-site work direction to assigned producing staff.
  9. Performs other work as required.

**D. Reporting Relationships:**

Reports to a Program Manager or Program Administrator. Receives daily work direction from the designated lead worker or appointed team leader. Typically provides work direction to Directors, Associate Producers and Videographer/Editors on specific program productions.

**E. Challenges and Problems:**

Challenged to identify and develop programs that satisfy the needs of the viewing public. This is challenging because of the wide range of issues and needs of the viewing public. Additional challenges include staying abreast of changing network requirements, legal issues, and technology.

Typical problems resolved include maintaining consistency of an original idea from inception through television program or segment completion, meeting deadlines, working within an assigned budget, and working effectively with highly creative individuals with divergent views.

**F. Decision-making Authority:**

Decisions made include program content, shooting locations, budget distribution, script content, and program style.

Decisions referred include spending authority, final approval of grant applications, and disciplinary issues.

**G. Contact with Others:**

Daily contact with assigned producing staff to complete projects. Regular contact with staff in all other internal departments and outside agencies, groups, and individuals to share information or program ideas.

**H. Working Conditions:**

Working during the 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:

- practices, principles, aesthetics and techniques of television program producing;
- digital video editing;
- computer operation;
- Federal Communications Commission rules and regulations;
- journalism standards and practices.

Ability to:

- communicate clearly and concisely;
- plan, direct, and coordinate research;
- write and edit materials for television programs;
- determine program needs;
- prepare a project budget;
- establish and maintain effective working relationships;
- operate television production equipment;
- travel when required;
- work a flexible schedule to include occasional nights, weekends, and holidays;
- lift fifty pounds.