

TELEVISION BROADCAST PRODUCER/REPORTER (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for producing and editing news and public affairs programs at the BOCES television studio which includes both educational and public access television programming. These duties also involve responsibility for acting as an on-camera host, interviewer, narrator and news anchor, writing and editing scripts, and scheduling and directing programs. The work is performed under general direction of the Director of the Vocational Technical Division with wide latitude allowed for the use of independent judgement in carrying out the details of the work. Supervision may be exercised over student interns. A Television Broadcast Producer/Reporter does related work as required.

TYPICAL WORK ACTIVITIES:

- Produces, writes, and edits educational and news programs for both educational and public access television;
- Oversees and participates in the editing of videotaped programs for educational and public access television;
- Selects news items to be included in a daily news program;
- Acts as a moderator for community events, programs, talk shows, and telethons;
- Acts as a reporter gathering information and interviewing on-air participants in newsworthy activities;
- Acts as an on-camera news anchor in the presentation of daily news broadcasts;
- Produces and directs remote location broadcasts for sporting and community-related events;
- Briefs program participants prior to programming concerning program format, expectations, and on-camera performance;
- Plans and projects program scheduling to blend with total studio production schedule;
- May order supplies and equipment necessary for the operation of the broadcast studio.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of television program production; good knowledge of methods, techniques and equipment used in producing video tape of television programs; working knowledge of the use and operation of television cameras, lighting, and related audio equipment; working knowledge of script and interview format writing; skill in demonstration of talent for on-camera performing; ability to work closely and harmoniously with production personnel, guests, outside sponsors, and the general public; ability to relate production ideas clearly and concisely; ability to speak clearly and distinctly; ability to work under pressure and follow oral and written directions; good organizational skills and close attention to details; initiative and resourcefulness; integrity; tactfulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in television, television production, mass communication, communication, or a field directly related to television production, broadcasting, or educational communications and one (1) year of full time experience, or its part-time equivalent, in television or radio broadcasting; producing, or writing;

OR

- B. Five years of experience in television or radio communications, at least one of which shall have involved television production.

NOTE: Education beyond the Bachelor's limit in A) **may not** be substituted for the one year of experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/30/93