POSITION GUIDE
Job Location:
WMHT
WMHT-TV
4 Global View
Troy NY 12180

POSITION:
Title: Content and Engagement Manager
Department: Content and Engagement
Type: Exempt
Reports To: Vice President, Chief Content and Engagement Officer

BROAD FUNCTION:
The Content and Engagement Manager conceptualizes, plans, creates and budgets available resources to produce long and short form programs, program segments, and other production projects that align with WMHT’s strategic goals. Supervises WMHT Producers in the process of content creation from concept to broadcast. Hands-on leadership experience in television production is a requirement for this position as well as a willingness to participate in any task at any level to ensure our work meets the highest standard.

Works collaboratively with Senior Management, Digital, Production and Community Engagement staff to create and develop concepts for new productions that serve the mission of the station and meet the needs of the community. Prepares proposals, treatments and scripts. Has a familiarity with the ethics and practices of public media and journalism, as well a commitment to and knowledge of the laws and policies affecting its practice.

Develops and determines timelines and all technical requirements necessary to effectively implement production projects. Works collaboratively with Engagement, Digital and Production to ensure WMHT cross-platform content reflects the diversity of our community. Engages with community members to ensure WMHT content is anchored in the authentic needs of our community and works to broaden the audience we serve.

EXAMPLES of RESPONSIBILITIES:
● Supports field and studio shoots in a variety of roles.
● Produces long and short form programs, program segments, and other production projects as needed.
● Manages a minimum of two producers.
● Ensures Producers maintain the highest editorial, creative and technical standards of WMHT content across platforms.
● Works with the Director of Community Engagement and Education on community engagement efforts to ensure WMHT content meets strategic goals.
• Advises Reporters or Producer/Directors on the technical aspects of field and studio shoots.
• Works collaboratively to improve workflow and communication across departments.
• Displays flexibility in work assignments, schedule, and hours.

REQUIREMENTS
• Bachelor’s degree in broadcasting, communications or related field, or equivalent training in production
• Five years of increasingly responsible experiences in television production involving studio, remote, field production, and post production activities.
• Proven track record of working collaboratively, managing production staff and overseeing budgets.
• Demonstrated creativity, writing skills, leadership, supervisory skills and abilities.
• Ability to work cooperatively with people at all levels in the organization and clients, to work under pressure of deadlines.
• Strong commitment to the mission and goals of public broadcasting.
• A valid New York State driver’s license and good driving record is required for all WMHT positions.

WMHT positions
To apply, please email a cover letter and resume with a link to work samples to vbelden@wmht.org or mail to:

Valerie Belden
WMHT
4 Global View
Troy, NY 12180

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.