This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable sales and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**PUBLIC TELEVISION 19, INC.**

**JOB DESCRIPTION**

**JOB TITLE:** Manager, Content & Programming
**REPORTS TO:** Chief Content Officer
**FLSA CLASSIFICATION:** Hourly/Non-Exempt

**JOB SUMMARY:** Reporting to the Chief Content Officer, the Content and Programming Manager is responsible for utilizing data and audience information to build monthly program schedules and to support decisions for local productions and programming purchases. This administrative position will play a key role in supporting the Chief Content Officer in implementing content strategy for Kansas City PBS and Flatland. This role will also support the community through timely response to programming questions and concerns.

**JOB FUNCTIONS:**
- Manage accurate and timely dissemination of KCPBS’ monthly broadcast schedule communicating schedule information to key stakeholders in a timely fashion, including schedule changes, program information alerts from PBS, and ratings.
- Respond to customer programming inquiries, comments, and concerns in a timely manner.
- Ensure all KCPBS programming follows FCC legal, and PBS national journalistic guidelines and all rights are cleared for broadcast and other forms of distribution.
- Support the Chief Content Officer with administrative management of production contracts and licensing agreements.
- Work with Traffic to ensure timely communication for log entry and updates.
- Maintain a comprehensive understanding of long-lead programming opportunities from PBS and support the CCO in making connections to local projects.
- Manage weekly content meeting scheduling and agenda as well as any necessary follow-up correspondence.
- Review and research content and content catalogs and share potential selections with key stakeholders for consideration.
- Keep content benchmarks and track broadcast performance and digital content performance data providing metrics to support programming decisions by key stakeholders.
- Work with the Chief Content Officer to identify opportunities for outside collaboration and schedule meetings accordingly.
- Track outside pitches and communicate projects to the Chief Content Officer in a timely fashion.
- Track success in digital distribution for local content (Media Manager, YouTube, etc.) and notify key stakeholders of project performance and any need to update strategy.
- Maintain content information in key communication channels to ensure applicable departments are aware of long-range planning efforts.
- Support development teams with project information in case of potential funding opportunities
- Manage submissions for television broadcast, digital production and journalism awards.
- Support annual content reporting.
- Other duties as assigned.
REQUIRED SKILLS/ABILITIES:
- Creative thinking and problem-solving ability with a focus on collaboration.
- Understanding of best practices within digital content platforms (YouTube, Online Streaming Services, etc.).
- Innovative mindset and ability to utilize data to make recommendations supporting the success of station content strategy.
- Broad knowledge and passion for pop culture, TV, film and online video.
- Project management skills, including the ability to handle multiple projects with varying deadlines.
- Excellent attention to detail and communication skills.
- Knowledge of best practices in metadata.
- Basic copywriting skills a plus.

EDUCATION and EXPERIENCE REQUIRED: An equivalent amount of training, education and experience will be considered.
- Bachelor’s degree in Radio-Television-Film, Business, Marketing or related field.
- 2+ years of experience in business operations, broadcast operations or related field.
- Experience with project management tools such as Trello.
- Production Industry experience a plus.