



JOB OPENING NOTIFICATION

POSITION Producer/Booker
ISSUED August 5, 2020
CLOSE Until Filled
LOCATION Oklahoma City, OK

The Oklahoma Educational Television Authority (OETA) announced the opening of the full-time position titled Producer/Booker in Oklahoma City. The most qualified candidates will be contacted for an interview.

QUALIFICATIONS

OETA'S award-winning, statewide news program, The Oklahoma News Report, seeks an associate Producer/Booker to join the team. This is a hybrid position requiring a highly self-motivated and organized journalist who is skilled in all aspects of TV news production. The successful candidate will also possess an outgoing personality as a representative of OETA to state leaders, and a knowledge of producing content for social media.

PRINCIPAL RESPONSIBILITIES

Find and book guests (2-3 per week) to appear on The Oklahoma News Report's "Newsmaker's Roundtable" and produce the thirty minute portion of the newscast that will contain the round table discussion. Other duties include:

- Book guests and produce a separate thirty minute public affairs program that will air monthly on OETA.
- Write and post blogs for The Oklahoma News Report.
- Produce and post regular news updates on social media platforms.
- Familiarity with shooting for news, ENPS, and AVID editing systems is preferable.

COMPENSATION

Salary up to \$38,000. A generous benefit package including health, leave, retirement, plus much more.

HOW TO APPLY

Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email to employment@oeta.tv. Applications are available online at OETA.tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.