



WCTE Central TN PBS, Cookeville, TN

POSITION TITLE: Producer / Editor

DEPARTMENT: Production

Job Type: Hourly / Full-Time

Minimum Education: College Degree preferred

Minimum Experience: A minimum of 1 to 3 years

REPORTS TO: Director of Content and Digital Media

POSITION OPEN: Until Filled

ABOUT US:

WCTE Central TN PBS, is a small regional public media organization located in Cookeville, Tennessee and serves the rural 14 county area.

SUMMARY:

The Producer/Editor will be tasked with leading the video creation process from pre to post-production. The Producer/Editor will need both technical and artistic skills and will work on a variety of projects including (but not limited to): segments for original series, interstitials, digital content for social media platforms and long-form documentary content.

The Producer/Editor must create high quality, visually appealing content for both broadcast and social media. They must manage video creation from start to finish, including ideation, location planning, scheduling, script writing, shooting and editing, including the production of graphical elements, while maintaining the established time line. The Producer/Editor will also collaborate with team members from across the station to support cross-functional events that may be outside the normal scope of a video producer. This position reports directly to the Director of Content and Digital Media and the Station Manager, under the strategic vision of the President and CEO. The position will require some evening and weekend responsibilities to be successful.

Performance Measurements:

- Provides excellent written and verbal communication to effectively manage production related projects.
- Experienced in setting up live action shoots with lighting, audio and cameras for broadcast and digital media.
- Invest the necessary time to understand the project goals with the expressed purpose of aligning with WCTE PBS's mission and objectives.

- Have thorough knowledge of editing software and attention to detail.
- Proficient in designing graphic packages utilizing After Effects and other graphic design tools such as Photoshop and Illustrator.
- Passionate about Public Media and Storytelling. Strive to be a public servant to the 14 counties in Central Tennessee by accurately and artistically telling stories of impact.
- Adhere to the highest ethical standards; demonstrate empathetic disposition and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the story tellers.
- Goes above and beyond in providing exceptional customer service to meet the needs of the stations' internal and external clients.
- Work collaboratively, under the direction of the Director of Contact & Digital Media, with the other team members at the station, including the President and CEO, and Station Manager.
- Work collaboratively with the production team and other station departments. Identify potential volunteer connections.
- Perform other duties as assigned.

TO APPLY:

Send resume, cover letter, salary requirements, and three professional references to:

Email: dmatson@wcte.org

Human Resources

WCTE Central TN PBS

Mail:

PO Box 2040

Cookeville, TN 38502

NO PHONE CALLS PLEASE

Please visit www.wcte.org for more information

WCTE Central Tennessee PBS offers a comprehensive benefits program that includes medical, dental and vision benefits from date of hire. WCTE has a Simple IRA plan that has a 3% matching opportunity and is eligible based on length of service. WCTE PBS vacation and sick time is set up on an accrual.

WCTE Central TN PBS is an Equal Opportunity Employer.