

# WKNO | Public Media

May 17, 2023

WKNO Public Media invites applications for the Full-time position of **Production Manager**

**SALARY:** Open, commensurate with experience, skills, and education

**SUPERVISION:** Reports to President & CEO

**POSITION AVAILABLE:** Immediately

**RESPONSIBILITIES:**

- Manage full-time, part-time and contracted production staff by assigning producers to projects and oversee progress and scheduling of staff.
- Work with Content Manager to determine original content needs, build & maintain multiple project budgets.
- Directing live or as-live multi-camera studio productions as needed.
- Working with other departments to maintain equipment and scheduling of facilities.
- Produce original broadcast and digital content for local, regional and/or national use.
- Develop concepts, write scripts and research.
- Shoot, edit and evaluate original material within editorial and technical standards.
- Manage rights and clearances.

**EXPERIENCE AND TRAINING REQUIRED:**

- Bachelor's degree or equivalent technical experience.
- 5 years of experience in television production.
- Experience with various computer systems, including non-linear video editors and other production equipment.
- Lift up to fifty (50) pounds.
- The work hours for this position are largely week day hours, but some travel and work flexibility may be required.
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**TO APPLY:**

Email resume to [accounting@wkno.org](mailto:accounting@wkno.org), or mail to WKNO TV/FM, 7151 Cherry Farms Rd., Cordova, TN 38016. No phone calls please.

**APPLICATION DEADLINE:**

Open until filled - WKNO reserves the right to reject any and/or all applications for this position.

***WKNO is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.***