

RADIO/TV PROGRAM COORDINATOR

KIND OF WORK

Technical work in the production and direction of radio and television programs in a state college.

NATURE AND PURPOSE

An employee in this class is responsible for planning and supervising the production and direction phases of assigned radio or TV programs. The employee functions as a technical resource person to college academic staff and outside agencies by participating in the selection of casts, production personnel, video and audio equipment needs, rehearsal requirements and editing of materials. Responsibility includes determining and ensuring the application of the most efficient production techniques for specific programs.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs rehearsals and broadcasts of radio/TV programs.

Plans radio and TV programs with college faculty and staff and outside agencies.

Selects casts, establishes rehearsal schedules, selects production equipment for a variety of educational/instructional radio and TV programs.

Writes or collaborates on the writing of scripts, talks, program continuity, etc.

Schedules broadcasts of recorded and live programs.

Assigns and supervises the work of student assistants.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of the principles, procedures and techniques of radio/TV production.

Working knowledge of video and audio editing practices and techniques.

Working knowledge of the operation and application of studio production equipment.

Radio/TV Program Coordinator

Class Specification

Page 2

Ability to:

Ability to work with college teaching staff and outside agencies in audio/visual production of college programs.

Ability to supervise and train a group of student assistants.

Ability to apply judgment in selection of production techniques and use of resources to minimize costs, loss of time and duplication of work.

Est.: 6/71

Ckd.: 11/92

T.C.: 2/82

Former Title(s): Radio/TV Program
Supervisor