

## **Basin PBS Seeking a Production Manager**

The Production Manager role at Basin PBS is a high-energy, detail oriented, and highly self-managed position. This individual needs to be an all-around video expert, capable of taking on multiple projects, and working with the Basin PBS team to produce great content that educates viewers and keeps the audience engaged. This is an all-hands-on-deck team. Ideal candidate MUST have editing, camera and lighting experience as well as creativity to produce great local content.

### **Duties and Responsibilities**

The Production Manager encompasses several skill sets that often work in tandem with one another. These include technical A/V knowledge, problem-solving, time-management, creativity and people skills.

Artistically speaking, it's important to push for content that is novel, creative and relevant.

Capable of editing multiple videos and projects under very tight deadlines and short turnaround times.

The Production Manager should be proficient with video production and post production.

An understanding of lighting fundamentals is needed for in-studio shoots

A knowledge of codecs and file types is important for processing footage and creating assets for the existing pipeline.

Helping catalog and process footage from other team members.

The Video Specialist must have top-notch organizational and time management skills.

This role will juggle a wide variety of concurrent editorial projects in different phases for multiple departments.

Imperative to be able to communicate, prioritize and self-manage.

Work directly with multiple creative leads and managers to discuss and implement editorial notes.

Adhering to established processes and folder structures are imperative.

Managing multiple projects with the help of a Production Assistant

### **Requirements**

Skilled at running different types of cameras

Skilled at lighting and running sound

Skilled at editing, sound editing and color correction

Light animation skills (usually graphic overlays and lower thirds, but there will also be slight 2D animation needs)

Skilled with Adobe Creative Suite, specifically Premier, Photoshop and After Effects

Familiarity with finalizing video content for broadcast, online distribution and social media

Willing to innovate and bring effective solutions to the team

Capable of doing multiple videos and other projects quickly

Leadership and communication skills

### **Other Requirements**

A team player, proactive, helpful, honest and calm under pressure

Quick to learn new processes, procedures and technologies related to the job

Able to handle multiple projects at a time

Willing and able to take direction from different leads but also bring his/her thoughts to the table

An eye for quality and a passion for excellence

Other duties performed as necessary that may not be a part of the Production Department but is needed as a team player

This is not a 9 to 5 job and your schedule will vary based on projects. Salary based on experience.

Please email your resume and demo reel to Laura Wolf, General Manager ([lwolf@basinpbs.org](mailto:lwolf@basinpbs.org))

Basin PBS is an equal opportunity employer.