

Assistant TV Producer Position

OVERVIEW:

The employee is responsible for producing various projects as assigned by PCN. The Assistant Producer will cover primarily politics and the legislative process. PCN is seeking candidates with good writing/ interview/ research skills, along with an understanding of live television production. This hourly position can expect to work approximately 40 hours/ week.

The position is part of the PCN Programming Department and reports to the Chief Content Officer.

DUTIES AND RESPONSIBILITIES:

Producer

- Conceptualize programs, includes identifying the most appropriate subjects, guests, venues
- Coordinate logistics and guest schedules
- Research and prepare on-air hosts for various productions
- Identify appropriate materials to be utilized in the production (including graphic art, video, etc.)
- Conduct on-air interviews
- Oversee post-production/ editing
- Create and maintain relationships with the entities the PCN covers
- Attend various meetings
- Responsible for various projects, as assigned by Management

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's Degree in Communications, Political Science, or related field
- Ability to use spreadsheets, word processing, databases, internet and other computer-related skills
- Must be available to work a flexible schedule
- Employee must be able to work both independently and in a group dynamic, be on time, and be dressed professionally
- Ability to set priorities

Submit Resume and Cover Letter by July 11, 2021 to: francineschertzer@pcntv.com