

JOB DESCRIPTION

JOB TITLE: Field Operations Manager
DEPARTMENT: Programming
STATUS: Exempt
REPORTS TO: Chief Operating Officer

GENERAL FUNCTION: Manage all aspects of Field Operations within the Programming Department. Facilitate field productions by assigning videographers to field events, coordinating the hiring of full and part time videographers, and managing the equipment and resources to cover events. Interact with members of all departments, in particular the Programming Department. Work in cooperation with other managers to carry out company initiatives.

RESPONSIBILITIES:

- Manage, review, and hire all Videographers.
- Oversee logistics and crewing for all sports productions. Specific producing duties may be delegated.
- Oversee field production staff and assure that standards of quality are maintained.
- Work with programming staff to schedule field productions.
- Coordinate with Marketing and Operations for all required productions.
- Participate in Programming Department meetings and managers meetings.
- Travel to and from events, sometimes over long distances.
- Required to keep PennDOT medical certificate updated, for the purpose of driving PCN's production truck.
- Perform all the duties of the Videographer (see separate job description).
- Other duties, as assigned by Programming management.

BACKGROUND/SKILLS:

- Bachelor's degree in communication, radio and television production/journalism strongly preferred.
- A minimum of three years work experience in television production.
- Strong knowledge and experience with cameras, audio, lighting, and switching equipment. Able to direct, edit, and shoot events in both live and recorded environments in the field and or studio and within strict time constraints.
- Strong understanding of PCN's mission, state politics, public affairs, and philosophy.
- Proven ability to work collaboratively within a team as well as demonstrated leadership and decision-making experience.
- Ability to prioritize, multi-task, work under tight deadlines, and anticipate, communicate, and resolve issues with minimal guidance.
- Ability to maintain accurate records and communicate effectively in written and oral form;
- Valid Pennsylvania driver's license.
- Ability to lift and load equipment weighing 50-pounds and stand or sit for extended periods of time.
- Ability to work flexible hours, adapt to changing priorities, and maintain travel schedule.
- Demonstrated proficiency with computers, databases, and the Internet.

To Apply:

- Successful candidates will be subject to a criminal and driving record background check.
- Cover letter and resume may be emailed to matthall@pcentv.com.

PCN is an equal opportunity employer.