

JOB DESCRIPTION

JOB TITLE: TV Producer
DEPARTMENT: Programming
STATUS: Non-Exempt
REPORTS TO: Chief Content Officer

GENERAL FUNCTION: This position is responsible for producing various projects as assigned by PCN. The Producer will cover primarily state politics and policy. PCN is seeking candidates with good writing/ interview/ research skills, along with an understanding of live television production.

DUTIES AND RESPONSIBILITIES:

- 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.
- Three years of experience in TV production and/ or covering public policy/ state government
- 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.

POSITION TYPE: This hourly position can expect to work approximately 40 hours/ week. Based in Harrisburg region with an opportunity to work from home part-time.

START DATE: ASAP

LOCATION: Camp Hill, PA

BENEFITS: Health, dental, vision, RX, disability, retirement fund, paid time off.

TO APPLY: Submit resume and cover letter to francineschertzer@pcntv.com by September 29, 2023. Successful candidates will be subject to a criminal, financial, and driving record background check.

ABOUT PENNSYLVANIA CABLE NETWORK (PCN): PCN's mission is to educate, connect, and celebrate Pennsylvania's past, present, and future through cable television and emerging technologies. PCN is a statewide 501(c)(3) nonprofit cable television network and streaming service delivering Politics and Policy, History and Culture, and Pennsylvania Sports. PCN is the largest statewide privately funded public affairs network in the country.

Last Date Updated: 9/5/2023