

## **JOB DESCRIPTION**

**JOB TITLE:** History & Culture Producer  
**DEPARTMENT:** Programming  
**STATUS:** Non-Exempt  
**REPORTS TO:** Director of History & Culture Content

**GENERAL FUNCTION:** Responsible for producing and directing documentaries, hosting and producing on-camera interview programs, and producing a variety of other programs as assigned. Generate ideas for content related to Pennsylvania history and culture, and work in coordination with Programming, Operations, and Marketing teams to see projects through from concept to completion.

### **RESPONSIBILITIES:**

- Generate ideas for original programs across a variety of formats and durations.
- Conduct preproduction research and planning.
- Coordinate logistics ahead of productions, such as travel planning, site prep, parking, etc.
- Make decisions about the look and feel of productions and communicate those decisions to the production team.
- Schedule interviews.
- Write scripts.
- Lead field productions. Travel with the production team to sites and coordinate shoots in real-time. Have a proactive approach to decision making, problem solving, and implementing the production plan.
- Produce live and recorded studio programs.
- Oversee postproduction process, including editing, graphics, and visual elements.
- Host interview shows, including conducting research and writing questions.
- Prepare other hosts for interviews.
- Work with Marketing and Development to promote projects.
- Travel to and from productions, sometimes over long distances, driving company vehicles.
- Some overnight travel may be required.
- Occasional evening and weekend work.
- Assist Politics and Policy section by hosting and line producing interview programs.
- Assist Programming department with general tasks as needed, such as air schedule management.
- Assist with occasional sports field productions.
- Other duties, as assigned.

### **BACKGROUND/SKILLS:**

- Bachelor's degree in Film, History, Broadcast Journalism strongly preferred.
- Prior experience with narrative video production.
- Strong interest in history and documentary films.
- Understanding of documentary storytelling techniques.
- Experience with on-camera hosting.
- Self-starter.
- Ability to work independently as well as part of a crew.
- Good production planning, decision-making, and leadership skills.
- Manage multiple productions simultaneously.
- Ability to prioritize, multi-task, and meet deadlines.
- Non-linear video editing.

- Scriptwriting.
- Archival research.
- Video camera operation.
- Lighting.
- Valid driver's license.
- Good written and oral communications skills.
- Ability to work flexible hours.
- Ability to stand or sit for extended periods of time.
- Organized, prompt, timely.

**ABOUT 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. <https://pcentv.com>

**BENEFITS:** Health, dental, vision, RX, disability, retirement fund, vacation, and personal time off and more. Hybrid work environment.

PCN is an equal opportunity employer.

**TO APPLY:** Send cover letter, resume, a link to a narrative/documentary video sample, and a link to on-camera hosting reel by October 31, 2024 to:

[info@pcentv.com](mailto:info@pcentv.com) (please include "History & Culture Producer" in the subject line.)

Or:

PCN  
Attn: Human Resources  
401 Fallowfield Road  
Camp Hill, PA 17011