

JOB DESCRIPTION

JOB TITLE: Assistant Producer
DEPARTMENT: Programming
STATUS: Non-Exempt
REPORTS TO: Vice President of Politics and Policy

GENERAL FUNCTION: The employee is responsible for producing various projects as assigned by PCN. The Assistant 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. This hourly position can expect to work approximately 40 hours per week. This position is based in Harrisburg region. In order to support PCN's non-partisan mission, active political involvement/ support or lobbying is strictly prohibited.

RESPONSIBILITIES:

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

BACKGROUND/SKILLS

- Bachelor's Degree in Communications, Political Science, or related field
- Two 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 flexible hours and to travel as needed.
- Employee must be able to work both independently and in a group dynamic, be on time, and be dressed professionally
- Ability to set priorities

ABOUT PCN:

PCN is a 501(c)(3) nonprofit television network located in Camp Hill, Pennsylvania. PCN is steadfast in its mission to support Pennsylvanians; sharing the state's rich history, culture, and athletics that make our communities unique. We provide citizens with direct access to unfiltered coverage of state government, which affect the quality of life across the state.

PCN is an equal opportunity employer.

Position Type: Full time, hourly position, typical hours Monday through Friday 8am-5pm. Evenings and weekends as needed.

Start Date: ASAP

Location: Camp Hill, PA

Work Style: Office is based in Camp Hill, PA; some travel within Pennsylvania.

Website: <https://pcentv.com>

Benefits: Health, dental, vision, RX, disability, retirement fund, vacation, and personal time off and more.

To Apply:

- Successful candidates will be subject to a criminal, financial, and driving record background check.
- Cover letter indicating salary expectations and resume may be emailed to francineschertzer@pcentv.com.