



State of Louisiana

TELEVISION SENIOR PRODUCER 2

SALARY	\$21.80 - \$42.91 Hourly \$3,779.00 - \$7,438.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-10202020-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	10/21/2020
CLOSING DATE	11/19/2020 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (LETA), also known as Louisiana Public Broadcasting (LPB) seeks a candidate for a **Senior Television Producer II** position as part of LPB's national award-winning production team.

Preference will be given to candidates with the following: Three years of experience as a producer, working in the field of commercial or public television production and/or documentary production; a Bachelor's degree in a relevant field; work experience as a strong storyteller and project manager who possesses the highest editorial and journalistic standards; excellent writing, oral and interpersonal skills; AVID or other non-linear editing experience; experience with budgeting and resource allocation; the ability to calmly lead complex projects in a fast-paced, deadline-oriented environment; and the ability to work as part of a team.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Megan Wright
H R Director
LA Educational TV Authority
Production Division
7733 Perkins Rd.
Baton Rouge, LA 70810
(225) 767-5660

hr@lpb.org



Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree in mass communications, broadcast television production, broadcast journalism, journalism, English, film studies, or cinematography, plus three years of production experience in television, radio, or multimedia.

SUBSTITUTIONS:

Additional experience in production in television, radio, or multimedia will substitute for the required degree on the basis of six months of experience for fifteen semester hours of college.

NOTE:

Experience may be with a commercial, public, government, or non-profit entity for television, radio, or multimedia distribution.

NOTE:

TV Lighting/Stage Director is not qualifying toward the required experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

Function of Work:

Responsible for developing, planning, design and construction and marketing of national and international distributed educational television programming through broadcast, narrowcast, Internet and satellite delivery.

Level of Work:

Program Manager.

Supervision Received:

General from Television Production Manager.

Supervision Exercised:

Performs direct supervision over assigned Television Senior Producer. Performs functional supervision over personnel during project activities.

Location of Work:

Louisiana Educational Television Authority.

Job Distinctions:

Differs from Television Production Manager by the lack of final management authority concerning productions and by the lack of daily line supervision over other

Television Senior Producer class not assigned and the Technical Execution Division.

Differs from Television Senior Producer by having responsibility for advanced managerial decisions projects for national and international distribution.

Examples of Work

Responsible for project management and implementation of yearly or multi-year national and international documentary productions

Involved with extensive post-production duties in and out of house.

Produces programs at high level of complexity in development and construction with budgets usually between \$25,000 to \$100,000.

Responsible for one to four or more projects at the same time.

Ensures the completed, national and international programs comply with federal mandates as well as following established techniques for general television production.

Serves as advisor, guest presenter and producer on various television production conferences around the nation.

Consults and meets with national and international authorities on program content related matters.

Serves as reader/evaluator on media related foundation grant panels.

Initiates and negotiates contractual services through talent representatives of international and national actors and actresses.

Functions, if necessary, as primary editor on on-line non-linear editing equipment in the editing of video and audio images.

Responsible for the development of program content primarily for documentary and international programs.

Writes, or works with writers, on the script to be used in shooting the project, establishing imagery, interviews, and additional content materials.

Identifies needed visuals to be used in the program and consults with the Television Executive Producer and the Television Production Manager on negotiating rights clearances.

Responsible for contacting owners of copyrighted and trademarked material and obtaining through contract and legal negotiations rights and clearances to said items for use in produced programs.

Develops appropriate shooting and post-production processes timelines and schedules with the Television Production Manager accordingly.

Assists in the research, selection and purchasing of new technical equipment.

Researches and identifies possible state, national and international grant sources. Composes proposals from possible funding sources to be used for project budgetary fulfillment.

Determines needed television personnel and technical equipment for both production and post-production phases of the project.

Designs or assigns responsibility for designing specialized television sets to be constructed and used in the program.

Assigns, assist and supervises personnel with television related production activities dealing with on-location and/or studio shoots.

Reviews completed assigned project with assigned personnel.

Identifies marketing strategies for produced state, national and international programming.

Consults with the LETA Program Director on scheduling the completed state projects for optimum viewing by the designated audience.

Works with the LETA Promotions Manager on the creation of a promotional package to be used in the promotion of the completed program to state, national and international audiences.

Works with the LETA Underwriting person on researching and obtaining funding sources for the program. Provide press packages and personal program representation to possible funding sources.

Coordinates with Television Senior Producer all television production work activities of live and live-on-tape, studio/remote production.

Prepares and/or reviews prepared scripts, music, develops visualizations, confers with Television Producer Classes and Director classes as needed, or other higher level production staff.

Performs budget reconciliation after each completed production project.

Attends production planning meetings with other state agencies, businesses and corporate entities.

Oversees development of ancillary products for use in television presentation.

Coordinates with Television Director Classes, Television Production Manager and Television Producer Classes in applying Federal Communications Commission rules and regulations and Public Broadcasting Systems technical guidelines to ensure productions and related activities technically comply.

Ensures that the completed project is in accordance with all required Federal Communications Commission Rules and Regulations, International Rules and Regulations, Public Broadcasting System Guidelines and other regulation pertinent to the subject matter and its execution.

Agency

State of Louisiana

Phone

(866) 783-5462

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana IT MANAGER

SALARY	\$34.63 - \$60.67 Hourly \$6,003.00 - \$10,516.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Promotion	REMOTE	Flexible/Hybrid
		EMPLOYMENT	
JOB NUMBER	LETA-10172022-MW-ENGINEERING	DEPARTMENT	LA Educational TV Authority
OPENING DATE	10/17/2022	CLOSING DATE	10/22/2022 11:59 PM Central

Supplemental Information

The **Louisiana Educational Television Authority** (also known as Louisiana Public Broadcasting - LPB) is seeking an **IT Manager** as part of their IT/Engineering department.

This is a promotional opportunity open to all permanent classified employees

:Those with the following skills and experience are encouraged to apply.

- Ensure reliable operation of the agency's IT-based broadcast assets. The internal agency network includes over 85 user workstations and a variety of specialized PC, Mac, and Linux workstations and servers as well as equipment located at six remote locations. Act as chief technical administrator and security coordinator for the operation of the LPB/PBS statewide television network. Evaluate and recommend necessary modifications and coordinate changes internally and with external vendors. Develop long-range goals and advise agency administration of best practices and recommend solutions as required.
- Installs and customizes software and hardware in order to manage, monitor, and otherwise support an extensive enterprise computer systems network (including mainframe(s), LANs and/or WANs, communications lines, etc.).
- Monitors network hardware resources through the implementation of a network inventory system. Consults with vendors in the evaluation of software and hardware used in the management of the enterprise network.
- Consults with user on various requirements and participation in the enterprise network. Monitors and evaluates performance and efficiency of an enterprise network. Establishes and manages configuration data on network software and hardware components
- Develops strategy and recommends and documents standards and procedures for enterprise or local area network participation and functions.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Louisiana Educational Television Authority

Engineering Department

7733 Perkins Road

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus five years of experience in information technology.

SUBSTITUTIONS:

1. An associate's degree in information technology will substitute for the baccalaureate degree.

2. Two years of experience or training in information technology will substitute for the baccalaureate degree. Candidates without a baccalaureate degree may combine experience or training in information technology and college credit to substitute for the required baccalaureate degree as follows:

30 to 59 semester hours credit will substitute for six months of experience or training in information technology towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for one year of experience or training in information technology towards the baccalaureate degree.

90 or more semester hours credit will substitute for one year and six months of experience or training in information technology towards the

baccalaureate degree.

A maximum of 90 semester hours may be combined with experience or training in information technology to substitute for the baccalaureate

degree.

3. Six years of full-time work experience in any field may be substituted for the required baccalaureate degree. Candidates without a baccalaureate degree may combine work experience in any field and college credit to substitute for the baccalaureate degree as follows:

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

4. A baccalaureate degree with twenty-four semester hours in computer science, management information systems (MIS), quantitative business analysis--computer science, electrical engineering, information systems and decision sciences, computer engineering, mathematics, telecommunications, or computer information systems will substitute for up to one year of required experience.

5. A master's degree will substitute for up to one year of required experience.

NOTE:

Multiple specialized degrees and/or master's degrees will substitute for a maximum of one year of required experience.

NOTE:

A certification in an approved area may be substituted for the education and/or experience requirements at the time of hire or promotion, provided the appointment is made from a Certificate of Eligibles.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

FUNCTION OF WORK:

To manage staff involved in information technology activities that are outside of the scope of the Office of Technology Services.

LEVEL OF WORK:

Manager.

SUPERVISION RECEIVED:

Broad direction from an IT Deputy Administrator or IT Director. Other reporting relationships may be approved by SCS.

SUPERVISION EXERCISED:

Direct over information technology personnel. Other reporting relationships may be approved by SCS.

LOCATION OF WORK:

State agencies with information technology activities that are outside of the scope of the Office of Technology Services.

JOB DISTINCTIONS:

Differs from IT Program Manager by the presence of managerial responsibilities for one or more information technology functions that are outside of the scope of the Office of Technology Services.

Differs from IT Deputy Administrator by the absence of responsibility for assisting in administering information technology activities that are outside of the scope of the Office of Technology Services.

Examples of Work

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Exercises managerial responsibility for one or more information technology functions that are outside of the scope of the Office of Technology Services; includes responsibility for personnel management and section operations.

Ensures technology services are in compliance with state and federal policies and guidelines. Coordinates the provision of services with agency personnel to ensure continuity of operations.

Provides input into strategic planning relative to the assigned section.

Provides training and guidance as necessary. Ensures efficiency in operational performance by monitoring work assignments, mitigating areas of concern, and providing recommendations to improve section performance.

Manages operational activities for the work units; coordinates with supervisors and/or technical leads to promote operational effectiveness.

Ensures subordinate staff comply with information technology policies and procedures. Assesses the need for changes in policy and/or procedures to improve operational performance.

Establishes and implements technology plans. Ensures subordinate personnel execute technology plans in accordance with performance expectations.

Provides input regarding the impact of new legislation, rules, regulations and policies as it relates to the assigned information technology area.

Manages the activities of contracted resources by monitoring and prioritizing work assignments, ensuring assigned work is completed timely, efficiently, and using established procedures. Coordinates with the contracted vendor to replace a contracted resource if resource(s) prove insufficient.

May present to agency personnel and other outside entities as needed to educate on appropriate technology use, new technologies, etc."

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana
TV CAMERA OPERATOR 3

SALARY	\$17.79 - \$35.03 Hourly \$3,084.00 - \$6,072.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-02072022-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	02/07/2022
CLOSING DATE	2/17/2022 11:59 PM Central		

Supplemental Information

The Louisiana Educational Television Authority (also known as Louisiana Public Broadcasting - LPB) is seeking a **TV Camera Operator 3** as part of our national award-winning production team.

Preference will be given to the candidate who performs highly advanced operation of digital high definition studio/remote location cameras during multi-camera television/video productions off-line/on-line digital linear/non-linear editing, remote lighting, content development, and floor manager or crew supervisor during premier high profile national and statewide television/video programs for viewing/distribution through Louisiana Public Broadcasting.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

*****Samples of your work will be requested.**

For further information about this vacancy contact:

Megan Wright, MBA

Louisiana Educational TV Authority

Production

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree which includes a total of twenty-four semester hours in any one or a combination of the following: mass communications, broadcast television/video production, broadcast journalism, journalism or cinematography plus two years of experience in television/video production work for commercial or government television or video production; or photographic experience in print for commercial or government published newspapers or periodicals.

SUBSTITUTIONS:

Experience in television/video production work for commercial or government television or video production company; or photographic experience in print for commercial or government published newspapers or periodicals will substitute for the required college training on the basis of one year of experience for thirty semester hours of college.

Training in a television broadcast/production technology vocational curriculum will substitute for a maximum of nine months of the required experience on a month-for-month basis for less than graduation. Graduation will substitute for one year of experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

FUNCTION OF WORK:

Performs highly advanced operation of digital high definition/standard definition studio/remote location cameras during multi-camera television/video productions, off-line/on-line digital linear/non-linear editing, remote lighting, content development, and floor manager or crew supervisor during premier high profile national and statewide television/video programs for viewing/distribution through Louisiana Public Broadcasting.

LEVEL OF WORK:

Advanced.

SUPERVISION RECEIVED:

General from the Television Senior Producer 2 or Television Senior Producer 1 or functional supervision from other higher-level television production staff.

SUPERVISION EXERCISED:

Project basis lead worker over subordinates assigned to a production project such as lower level camera operators.

LOCATION OF WORK:

Any agency having a large television/video production staff.

JOB DISTINCTIONS:

Differs from Television Camera Operator 2 by the presence of responsibility for working on premier high profile nationally distributed television/video programs, editing of audio and video content material on off-line/on-line digital non-linear/linear editing equipment without Producer Class supervision, and responsibility for content development decisions as they apply to the Television Camera Operator 3's, Television Directors', and Television Producers' duties. The level of responsibility,

independent thinking, and actions to accomplish the assignment program is far greater than at the Television Camera Operator 2 level.

Differs from Television Senior Director by absence of responsibility for serving as technical director as primary duty.

Differs from the Television Associate Producer by the absence of responsibility for topic identification and content selection as primary duty.

Examples of Work

EXAMPLES OF WORK:

Operates professional broadcast quality digital high definition/standard definition digital/analog studio/remote location cameras during multi-camera television/video productions. Expresses visual artistry through advance use of the television camera.

Works primarily on programs for national and international audiences, with some work on statewide productions assigned.

Consults, contacts, researches and works with various State, National, International Corporate Heads, Associates Educators, Law Enforcement, Government Officials, Governors, Doctors, Lawyers and other national, state, and local personnel in the development and preparation of video projects and media presentations. Works with outside content experts and subordinate project associates in the conceptualization, recording, and editing phases of projects. With wide discretion, establishes and follows schedules and obligations with regards to various projects.

Employs, and if needed, establishes methods to adhere to new technical advances and production techniques and guidelines in digital television production to comply with federally mandated conversion to digital transmission, multi-casting and compressed video, as well as following established techniques and guidelines for standard analog television production.

Produces assigned remote single camera field productions while in the field. Ensures the framing subject and composition of the recorded image is adapted from 4X3 format to new wide screen federally mandated 16X9 format.

Demonstrates aesthetic precedents in videotaped material, such as framing, lighting, advanced editing, rule of thirds, 180° line rule, continuity and pacing.

Makes Television Senior Director and some Television Producer class decisions in content identification and development and off-line/on-line non-linear/linear digital editing of audio and video material. Functions as primary editor on on-line non-linear digital editing equipment. Uses analysis of content development and target audience information.

Applies Federal Communications Commission, Public Broadcasting System and other National, State, Agency and local Rules Regulations and Guidelines to the many facets of television/video production to ensure information-correct recording of content material.

Serves as technical advisor and to the Television Producer Classes in setting objectives and developing content, and as to which format to record and edit media to that effectively presents the subject matter.

Directs, with almost total freedom, the use of talent and equipment in the field, within the limitations of structural guidelines

of the television production, to complete a segment or a portion or a production.

Edits recorded media on a digital linear/non-linear editor, using accepted forms and techniques, while adding creative elements. Reviews and logs video from field shoots, archival and other material, and develops edit decision list (EDL) for on-line production. Transforms ideas, within the confines of the position, to create a positive or negative reaction depending upon shot selection and development of content material in the editing processes.

Functions as a Television Senior Director/Technical Director on previously formatted television/video productions without immediate supervision. On new or more complex formatted programs may function as a Television Director/Technical Director with limited functional supervision of a Television Senior Director.

Aids in designing and implementing fully realized visuals for premier high profile programs. Operates and technically programs digital video effects unit, dual channel digital still store, and video 3-D workstation with paint box in pre-production, production, and post-production, as assigned and required.

Programs and operates electronic computer graphics for titles, supers and credit rolls during production and post-production activities.

Operates digital multi-source audio recording, mixing and equalization equipment during studio and remote locations production and post-production activities.

Serves as senior floor manager or crew chief during premier high profile production activities during both studio-based and remote productions.

Functions as Television Lighting/Stage Director primarily on single camera electronic news gathering/electronic field production remote shoots for high profile programs by designing and implementing lighting plots.

Troubleshoots television/video production equipment problems on remote shoots and performs simple repairs on all equipment, as needed.

Maintains non-electrical portion of television/video camera in studio productions.

Researches and recommends television equipment purchases to management.

Uses advanced computer processes to adapt content material to various digital media, including web-sites, streaming video, and enhanced television technologies.

Instructs and regularly checks work on new Television Camera Operator 1 and 2 positions, student interns, and camera volunteers on proper studio/remote, single/multi camera operation as assigned.

Agency

State of Louisiana

Address

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Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana
TELEVISION SENIOR PRODUCER 1

SALARY	\$20.37 - \$40.10 Hourly \$3,531.00 - \$6,951.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-02042022-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	02/07/2022
CLOSING DATE	2/17/2022 11:59 PM Central		

Supplemental Information

The Louisiana Educational Television Authority (also known as Louisiana Public Broadcasting - LPB) is seeking a **Television Senior Producer 1** as part of our national award-winning production team.

Preference will be given to the well-rounded candidate who possesses strong studio and field production experience; is skilled in creating national-caliber media content that meets the highest production and editorial standards; is a strong videographer and edits on Adobe Premiere. Candidates must have skills in creating broadcast and online programs, including video editing, along with writing or guiding the creation of scripts, graphic elements, and animations; working with on-air and voice-over talents; and post-production processes. This position may be responsible for overseeing technical production of live and remote events, such as debates, inaugurations, concerts, cooking shows, public forums, pledge drives, and other large-scale LPB events, including supervising production staff in location scouting, the lighting, and shooting of on-location and studio segments. This producer will contribute to the development, production, and writing/recording of other assigned LPB projects, including **Louisiana Spotlight, The State We're In, Louisiana Legends**, and other special projects. This producer works occasionally with outside clients and agency personnel on the development and implementation of documentaries and documentary series, live, studio, or event production. This producer also works closely with the Pledge Drive Content Producer, Programming, and Promotions on-air pledge drives for the network. They will develop, with Graphic personnel, visuals for the drive, and shoot and edit video spots to be used during the drive. They will oversee the live production, including working with the TV director, engineering staff, and Friends of LPB organization.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

*****We will request samples of your Production/Reel Work.**

For further information about this vacancy contact:

Megan Wright, MBA

Louisiana Educational TV Authority

Production

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree in mass communications, broadcast television production, broadcast journalism, journalism, English, film studies, or cinematography, plus two years of production experience in television, radio, or multimedia.

SUBSTITUTIONS:

Additional experience in production in television, radio, or multimedia will substitute for the required degree on the basis of six months of experience for fifteen semester hours of college.

NOTE:

Experience may be with a commercial, public, government, or non-profit entity for television, radio, or multimedia distribution.

NOTE:

TV Lighting/Stage Director is not qualifying toward the required experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

FUNCTION OF WORK:

To produce a complete television program by developing, planning, completing and marketing the program for distribution.

LEVEL OF WORK:

Advanced.

SUPERVISION RECEIVED:

General from Television Production Manager or Television Senior Producer 2.

SUPERVISION EXERCISED:

Direct line supervision over Television Producer, Television Senior Director, Television Director and Television Camera Operators. Functional supervision during project specific activities.

LOCATION OF WORK:

Louisiana Educational Television Authority.

JOB DISTINCTIONS:

Differs from Television Senior Producer 2 by the lack of responsibility for advanced managerial decisions of project within a specialized field.

Differs from Television Producer by the responsibility for advanced managerial decisions over content development and technical execution phases of numerous assigned projects within a specialized field for State and narrowcast productions.

Examples of Work

EXAMPLES OF WORK:

Responsible for project management and implementation of high-profile state and national productions.

Meets with representatives of federal and state agencies and other professional entities to develop and broadcast statewide and nationally distributed educational television programming.

Responsible in the management and production aspects of the television construction process usually with a medium to high level of complexity in program development and construction with budgets usually between \$20,000 to \$50,000 per project.

Develops preliminary budgets and contractual objectives for project management. Performs budget reconciliation after each completed production project. Develops and monitors budget recommendations for personnel, services, equipment and materials for each assigned production.

Considers in production processes, that the television program may ultimately be adapted to various media. Framing of the subject and composition of the image must be adapted.

May function as primary editor on on-line non-linear editing equipment in the editing of video and audio images, determining the correct cuts, pacing and information statements to be used.

Ensures produced local and national programs include new technical advances and production techniques and guidelines in digital television production to comply with federally mandated conversion to digital transmission and for multi-casting, compressed video, on-line content creation.

May initiate and negotiate contractual personnel and facilities services.

Produces programs for distribution both state wide and nationally through the Louisiana Educational Television Authority's networks.

Responsible for an average of one to four or more projects in the pre-production stage, producing and construction stage and the post-production stage at the same time.

Determines the most efficient presentation approach to material for inclusion in the program and develops production techniques, budgets, time lines and required television personnel needed to develop the initial content into a completed television production.

Conducts and manages post-production activities (in and out of house), functionally supervising all required personnel during this final phase of program completion.

Consults with the Television Executive Producer and the Television Production Manager on negotiating rights and clearances.

Responsible for contacting owners of copyrighted and trademarked material and obtaining through contract and legal negotiations rights and clearances to said items for use in produced programs.

Determines the musical and visual imagery to be constructed and used to help impact the program's content.

Oversees the research and development of various assigned television projects, determining program or series content and objectives, determining designated content experts, instructing assigned Television Producers and others as to specific content development tasks.

Determines and develops program/series content, format, objectives and production techniques and insures compliance with all applicable LPB, state, federal, and agency policies.

Plans, organizes, coordinates and functionally supervises assigned project work activity in the studio or on location.

Identifies marketing strategies for produced statewide and national programming.

Works with the Louisiana Educational Television Authority Underwriting person on researching and obtaining funding sources for the program. Provide press packages and personal program representation to possible funding sources.

Keep necessary files on all projects, filling out all necessary paperwork on project development.

Researches and identifies possible grant sources. Composes proposals for possible funding sources to be used for project budgetary fulfillment.

Directs the videotaping of interviews, editing of programs and writing of scripts.

Coordinates contracting for services needed to support program production.

Supervises and coordinates all field production and promotional materials associated within assigned projects

Creates or supervises the creation of all visual elements, set designs, studio shoots and post production activities associated with live television programs.

Auditions and selects on-air talent and experts to be used for content presentation.

Develops or supervises development of support programs and print materials to be used in conjunction with produced programs.

Agency

State of Louisiana

Phone

(866) 783-5462

Address

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Louisiana State Civil Service, Louisiana, 70802

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana

ADMINISTRATIVE COORDINATOR 1

SALARY	\$8.30 - \$16.29 Hourly \$1,439.00 - \$2,824.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-02082022
DEPARTMENT	LA Educational TV Authority	OPENING DATE	02/09/2022
CLOSING DATE	2/14/2022 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB) is recruiting an **Administrative Coordinator 1** who will also act as front desk receptionist and HR clerical support.

Answers telephone promptly and in a friendly, courteous manner

Assures all telephone messages are taken accurately and thoroughly and quickly related to the appropriate staff member

Serves visitors by greeting, welcoming, and directing them appropriately

Notifies agency personnel of visitor arrival

Informs visitors by answering or referring inquiries

Directs visitors by maintaining employee and department directories

Maintains security by following procedures, monitoring logbook, and issuing visitor badges

Keeps a safe and clean reception area by complying with procedures

Supports continuity among staff members by documenting and communicating actions, irregularities, and continuing needs

Receives, sorts and distributes mail.

Assists with planning and execution of special events such as employee recognition events, holiday parties and retirement celebrations

Provides clerical support to the HR department

Applicants must have Civil Service test scores for 8500-Office Support Exam in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without current test scores can apply to take the test [here](#).**

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information

section of the Current Job Opportunities page.

For further information about this vacancy contact:

LA Educational TV Authority

Human Resources

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

No experience or training is required.

Job Concepts

FUNCTION OF WORK:

To perform a variety of clerical duties that are routine in nature in support of the staff members and/or operations of an organizational unit or program.

Employees usually follow detailed instructions or procedures. Very limited, if any, discretion is required in the performance of these duties.

LEVEL OF WORK:

Entry.

SUPERVISION RECEIVED:

General from higher-level clerical and/or supervisory personnel.

SUPERVISION EXERCISED:

None.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Administrative Coordinator 2 by the absence of experienced-level duties that require some independent judgment to perform.

Examples of Work

EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

NOTE: Positions allocated at this level tend to focus on a few examples of work as listed below:

Answers multi-line telephone or switchboards, giving routine information and screening calls.

Greets visitors.

Receives, sorts, and distributes mail.

Collects and prepares for processing time and attendance sheets for department or office.

Performs routine filing of documents and maintains filing systems.

Copies and/or distributes correspondence, reports, and other documents.

Receives cash, checks, credit cards, vouchers, or departmental charges from customers and/or employees in payment for goods or services.

May operate various office equipment (such as copy machine, calculator) that requires no special knowledge or previous training.

May deliver and pick-up various materials.

Performs related duties as assigned.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana
EDUCATIONAL TV TECHNOLOGY MANAGER

SALARY	\$21.80 - \$42.91 Hourly \$3,779.00 - \$7,438.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Promotion	JOB NUMBER	LETA-03082022-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	03/09/2022
CLOSING DATE	3/15/2022 11:59 PM Central		

Supplemental Information

****ONLY current permanent employees of the Louisiana Educational TV Authority/Louisiana Public Broadcasting are eligible to apply for this job posting.**

The Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB) is seeking an Educational Television Technology Director **to be a part of their Educational Services team.**

Preference will be given to the candidate who possess the following skills:

- **Assisting with finding funding for the Educational Services Department**
- **Networking and relationship building**
- **Grant writing**
- **Managing and conceptualizing ideas for different camps, educational activities and online and face-to-face trainings (ie: Louisiana Dept. of Education and PBS Learning Media webinars)**
- **Assisting with the creation of the Monthly newsletter**

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Megan Wright
Louisiana Educational TV Authority
Educational Services Department
7733 Perkins Rd.
Baton Rouge, LA 70810
(225) 767-5660
hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A master's degree plus four years of professional level experience in educational technology, education or teaching.

SUBSTITUTIONS

Two additional years of qualifying experience will substitute for the required master's degree.

Graduate training in qualifying fields beyond the master's degree will substitute for a maximum of one year of the required experience on the basis of thirty semester hours for one year of experience.

A Ph.D. in the qualifying fields will substitute for two years of the required experience.

NOTE:

Specialized graduate hours and degrees will substitute for a maximum of two years of the required experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

FUNCTION OF WORK:

To manage major programs and training within a section of the Educational Television Technology Division.

LEVEL OF WORK:

Manager.

SUPERVISION RECEIVED:

Administrative direction from Educational Television Assistant Technology Director.

SUPERVISION EXERCISED:

Direct over Educational Television Technology Specialist(s), students, contractors and support staff.

LOCATION OF WORK:

Louisiana Educational Television Authority (LETA).

JOB DISTINCTIONS:

Differs from the Educational Television Technology Assistant Director by lack of responsibility for all programs in the Educational Television Technology Division.

Examples of Work

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Directs the operation of a section within the Educational Television Technology Division.

Manages assigned state and federal projects and educational technology initiatives that are within the scope of the section.

Supervises and coordinates distance learning initiatives for the agency, other state agencies and outside clients when assigned.

Writes periodical status reports and project evaluations for submission to the CEO, Deputy Director, and division Directors.

Assists in planning, organizing and administrating on-site evaluations of Section programs.

May represent the agency at public broadcasting meetings and other agency meetings.

May assume responsibility for the Division in the absence of a higher-level administrator.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana

EDUCATIONAL TV TECHNOLOGY PROGRAM SPECIALIST 1

SALARY	\$16.63 - \$32.74 Hourly \$2,883.00 - \$5,675.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-04212022-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	04/21/2022
CLOSING DATE	4/27/2022 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB) is seeking an **Educational Television Technology Specialist** to be a part of their Educational Services team.

Preference will be given to the candidate who possess the following skills:

- **Assist the Education TV Technology Department in expanding its outreach to middle school youth, young adults and adult learners.**
- **Engage community partners as it relates to young adult education, including developing and delivering training/workshops, both in-person and virtual.**
- **Grant writing**
- **Assisting with the department's monthly Parent and Educator newsletters and social media sites.**
- **Utilize technology tools such as Google for registration for events, surveys and file sharing.**

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

***Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.**

For further information about this vacancy contact:

Megan Wright
Louisiana Educational TV Authority
Educational Services Department
7733 Perkins Rd.
Baton Rouge, LA 70810
(225) 767-5660
hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus one year of professional level experience in educational technology, education or teaching.

SUBSTITUTIONS:

A baccalaureate degree in education will substitute for the one year of required experience.

A master's degree in qualifying fields will substitute for the one year of required experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

Function of Work:

To assist in the development and implementation of support and instructional programs within one of the sections of the Educational Television Technology Division.

Level of Work:

Entry.

Supervision Received:

Close from an Educational Television Technology Manager or higher level job title.

Supervision Exercised:

None.

Location of Work:

Louisiana Educational Television Authority (LETA).

Job Distinctions:

Differs from Educational Television Technology Program Specialist 2 by absence of responsibility for performing the full range of assignments.

Examples of Work

Assists in the development, design and coordination of educational programs within the section such as staff development and utilization workshops and in-service training for personnel in LETA, state and local education agencies, parents, and other citizens.

Assists in preparing technical reports and provides information on the progress of programs in meeting established goals.

Assists in compiling editing, and producing professional literature, publications, reports, and studies dealing with educational television technology programs related to the agency.

State of Louisiana

Phone

(866) 783-5462

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana
TV ENGINEERING DIRECTOR

SALARY	\$28.26 - \$49.52 Hourly \$4,898.00 - \$8,584.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Promotion	JOB NUMBER	LETA-05302022-MW
DEPARTMENT	LA Educational TV Authority	OPENING DATE	06/14/2022
CLOSING DATE	6/20/2022 11:59 PM Central		

Supplemental Information

****ONLY current permanent employees of the Louisiana Educational TV Authority/Louisiana Public Broadcasting are eligible to apply for this job posting.**

The Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB) is seeking a **TV Engineering Director** to be a part of their Engineering team.

Preference will be given to the candidate who possesses the following skills:

- Provides top level administrative control over operations of multimillion-dollar Telecommunications center, multi-media production center and seven television transmitters throughout the state. Serves as the administrator over the largest department within the agency with a total of 20 employees.
- Prepares and submits cost center and project budgets for the Engineering Department and request revisions as required along with the approval of purchase request. In addition, also prepares the long-range plans and budgets for the agency for submission to the Division of Administration for Capital outlay projects.
- Designated the permanent official point of contact for the entire agency for FCC (Federal Communications Committee). Responsible for keeping the agency transmitters operating according to FCC specifications and new industry standards.
- Works independently and with TV Engineer Section Managers on developing long range plans for LETA with regards to new industry standards and program development and personnel requirements.
- Responsible for weekly meetings and scheduled travel to meet directly with the equipment manufacturers. This also includes negotiations on behalf of the state for the purchasing of multi-million-dollar broadcast equipment and also the direct management of all contractors hired for the different phases of work for the agency

- Responsible for developing new training and operational procedures for the TV Transmitter Engineers on the new installed equipment.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Megan Wright

Louisiana Educational TV Authority

Engineering Department

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus five years of professional television engineering experience.

SUBSTITUTIONS:

Experience in television engineering will substitute for the baccalaureate degree on the basis of one year of experience for thirty semester hours of college.

Society of Broadcast Engineering certification as Broadcast Engineer, Audio Engineer, Video Engineer, Senior Broadcast Engineer or Professional Broadcast Engineer will substitute for the baccalaureate degree only.

NOTE:

Appropriate Federal Communication Commission license or permit will be required.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

Function of Work:

Provides executive level management over technical operations of a large telecommunications center and multi-media production center, seven television transmitters, six technology centers, and more than one hundred satellite receive systems throughout the state.

Level of Work:

Administrator.

Supervision Received:

Administrative direction from the Executive Director and/or Deputy Director.

Supervision Exercised:

Direct line over Television Engineer Assistant Director.

Location of Work:

Louisiana Educational Television Authority (LETA).

Job Distinctions:

Differs from Television Engineer Assistant Director by overall responsibility for engineering, facilities, and support functions.

Examples of Work

Develops current and long-range plans for LETA in regard to system design, program development, equipment purchases, and personnel requirements.

Develops operating procedures, policies and guidelines to be implemented through subordinate managers and other department heads to provide for and monitor standards of operation.

Serves as technical advisor to state agencies and local municipalities. Integrates technology resources for multiple agencies, to provide cohesive plan for state technology development. Develops strategies to consolidate effort of public and private entities utilizing similar technology for the benefit of the public.

Provides leadership at the state and national level for boards and commissions developing standardization for new technology and provides guidance on counsel's developing strategic plans to integrate new technology.

Broadcast system design, including wiring diagrams, cable database, and operating flow charts. Requires working knowledge of system design, computer aided design (CAD) software, database management and spreadsheet software.

Supervises the operation and maintenance of Facilities and grounds including the 86,000 square foot Telecommunication Facility building and six transmitter buildings across the State, consisting of approximately 7,500 square feet each.

Responsible for development of new technology and the means of disseminating information utilizing new technology such as Internet delivery. Develops method of conversion of existing material to Internet, D V D production and data casting systems.

Reviews FCC rules and complies with the FAA (Federal Aviation Agency), EBS (Emergency Broadcast System) required by the Commission. Manages and evaluates transmitter compliance within the scope of the federal and state law and rules. Works with attorneys regarding filing Federal Communications Commission (FCC) documents, contracts for leasing of tower space, property leases, purchase of equipment, etc.

Provides mainframe computer database management. Conceives, writes and debugs application software and maintain software, hardware and operations. Provides security and backup procedures to ensure no loss of software, data or hardware. Requires in-depth knowledge of software components, logic, programming strategies, common business practices, state accounting and business practices, and computer hardware and communications systems.

Agency

Address

State of Louisiana

Phone

(866) 783-5462

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana

ADMINISTRATIVE COORDINATOR 3 or 4

SALARY	\$10.88 - \$21.36 Hourly \$1,886.00 - \$3,702.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-07262022-MW-HR
DEPARTMENT	LA Educational TV Authority	OPENING DATE	07/26/2022
CLOSING DATE	8/15/2022 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB) is recruiting an **Administrative Coordinator 3 or 4** who will also act as front desk receptionist and HR clerical support and agency timekeeper.

Answers telephone promptly and in a friendly, courteous manner

Assures all telephone messages are taken accurately and thoroughly and quickly related to the appropriate staff member

Serves visitors by greeting, welcoming, and directing them appropriately

Notifies agency personnel of visitor arrival

Informs visitors by answering or referring inquiries

Directs visitors by maintaining employee and department directories

Maintains security by following procedures, monitoring logbook, and issuing visitor badges

Keeps a safe and clean reception area by complying with procedures

Supports continuity among staff members by documenting and communicating actions, irregularities, and continuing needs

Receives, sorts and distributes mail.

Assists with planning and execution of special events such as employee recognition events, holiday parties and retirement celebrations

Knowledge of LaGov HCM and ISIS HR preferred

Applicants must have Civil Service test scores for 8500-Office Support Exam in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](#).

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

As part of a Career Progression Group, vacancies may be filled from this recruitment as a Administrative Coordinator 3, 4 depending on the level of experience of the selected applicant(s). Please refer to the 'Job Specifications' tab located at the top of the LA Careers 'Current Job Opportunities' page of the Civil Service website for specific information on salary ranges, minimum qualifications and job concepts for each level.

For further information about this vacancy contact:

LA Educational TV Authority

Human Resources

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

Two years of experience in which clerical work was a major duty.

SUBSTITUTIONS:

Training in a business or clerical-related curriculum in a business school or technical institute will substitute for the required experience on the basis of six months of training for six months of experience for a maximum of one year of the required experience.

Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for a maximum of one year of the required experience.

College training will substitute for the required experience on the basis of 15 semester hours for six months of experience.

NOTE:

Business or technical school training with less than completion will only be credited in six month increments. Similarly, college training will only be credited in 15 semester hour increments.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

FUNCTION OF WORK:

To perform a wide variety of clerical duties that requires independent judgment to accomplish in support of the staff members and/or operations of an organizational unit or program.

Some discretion is required in the performance of these duties. Duties begin to expand in scope and complexity, and develop into departmental-program duties.

LEVEL OF WORK:

Advanced.

SUPERVISION RECEIVED:

General from higher-level clerical and/or supervisory personnel.

SUPERVISION EXERCISED:

May supervise 1-2 lower-level personnel.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Administrative Coordinator 2 by the presence of responsibility for clerical duties that involve greater scope and complexity, including initial program duties.

Differs from Administrative Coordinator 4 by the absence of paraprofessional duties that involve a higher degree of specialization, complexity, and/or independent judgment.

Examples of Work

NOTE: Positions allocated at this level tend to focus on numerous examples of work as listed below:

Performs responsible, initial departmental-program duties in accordance with rules, regulations, and policies. May involve communication with other departments, customers, etc.

Processes routine paperwork and/or enters data into a department log or database in the servicing of a customer.

Develops procedures and guidelines related to the imaging of documents; maintains a log of imaged files; may serve as leadworker over other imaging positions.

Prepares requisitions for the purchase of supplies; may involve entering information into an automated system.

Compiles information from various sources and prepares specialized reports; formats reports according to department standards.

Serves as clerical assistant to a manager, which could include keeping appointment schedule, preparing travel, issuing directives to others on their behalf, and relieving the manager of administrative matters.

May begin performing duties related to traditional administrative functions, such as property control, purchasing, and safety, in addition to other clerical duties as noted above.

Performs related duties as assigned.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.
Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>

ADMINISTRATIVE COORDINATOR 3 or 4 Supplemental Questionnaire

***QUESTION 1**

Are you currently employed by the State of Louisiana?

Yes

No

***QUESTION 2**

Do you have previous experience with timekeeping in LA Gov ERP/ISIS HR?

Yes

No

***QUESTION 3**

Do you have any experience working with LaGov HCM? If so, please list

***QUESTION 4**

Please rate your proficiency in Microsoft Excel:

Beginner

Intermediate

Advanced

Expert

***QUESTION 5**

Please rate your proficiency in Microsoft Word:

Beginner

Intermediate

Advanced

Expert

*** Required Question**



State of Louisiana

FACILITY MAINTENANCE MANAGER A

SALARY	\$23.58 - \$42.28 Hourly \$4,087.00 - \$7,329.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-07272022-MW-ENG
DEPARTMENT	LA Educational TV Authority	OPENING DATE	07/27/2022
CLOSING DATE	8/5/2022 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB) is recruiting a **Facility Maintenance Manager A** to be apart of their **Engineering** Department.

The incumbent will be responsible for the following tasks:

Ensure the yearly passage of the Office of Risk Management (ORM) Safety Audit

- Process yearly Self Audit

- Conduct quarterly staff safety meetings

- Process Monthly vehicle Inspections including remote sites

 - Acquire yearly vehicle inspection stickers

 - Acquire yearly State Insurance Form

 - Process twice-yearly vehicular preventive maintenance

- Process Monthly Building Inspections including all remote sites

 - Acquire yearly elevator inspection certificate

 - Acquire yearly Fire Inspection tags (ie: Alarms, Extinguishers, Sprinklers)

 - Acquire yearly boiler inspection tag

 - Acquire yearly Fire Marshal Facility Inspection Certificate including Fire Drill

 - Acquire yearly Boiler Inspection Certificate

- Investigate all accidents both facility related and vehicular related

- Maintain Safety Supplies on quarterly basis

Process monthly Louisiana Property Assistance Agency Vehicle Reports

Supervise contractual vendors (ie: Uninterrupted Power Supply, Generators, Chillers, etc.)

Applicants with 5 years of HVAC experience are encouraged to apply.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

LA Educational TV Authority

Engineering

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

Five years of experience in the building construction trades; building construction; building maintenance; or road or bridge construction or maintenance.

SUBSTITUTIONS:

College training will substitute for the required experience on the basis of thirty semester hours for one year of experience provided that six semester hours of each thirty is in any of the following fields: construction management, construction technology, or engineering.

Completion of a two year vocational technical program in general building construction, construction technology, or engineering will substitute for two years of the required experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

NOTE:

Custodial building maintenance is not qualifying.

Job Concepts

FUNCTION OF WORK:

To manage construction, maintenance, and repair activities at one or more facilities.

LEVEL OF WORK:

Manager.

SUPERVISION RECEIVED:

Broad direction from a higher level agency official.

SUPERVISION EXERCISED:

Direct supervision over subordinate maintenance personnel. See allocation criteria memo for details.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Facility Assistant Maintenance Managers by presence of independent responsibility over facility construction,

maintenance, and repair activities.

Differs from other Facility Maintenance Managers by amount of total building size and/or budgetary responsibility.

See allocation criteria memo for details.

Examples of Work

EXAMPLES LISTED BELOW INCLUDE BRIEF SAMPLES OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. PLEASE NOTE THAT NOT ALL TASKS ARE INCLUDED.

Major allocating criteria are defined as follows:

1. Square Footage: Includes only the area of all buildings covered and enclosed by exterior walls.

2. Budget: Includes preparation, spending, and accountability (i.e. who signs the purchase orders, etc).

Delegates and supervises job duties for complex building system functions and assures operability of the system through coordination with subordinate and contract personnel.

Provides supervision and broad direction for the maintenance and repair of all facility utilities. Includes oversight and operation of Energy and Automation Management systems.

Prepares and reviews construction/maintenance documents and expenditures for contracts, projects, and RFP's. Approves purchasing requests up to approved limits.

Provides and prepares documentation for deficiency reports on state contracts, and projects for review and/or discipline to other state agencies.

Supervises and delegates job duties for subordinate personnel and project contractors in the maintenance, repair and renovations of all facilities.

Directs purchasing and requisitioning of adequate inventories of supplies, materials and equipment.

Maintains records incidental to all activities of the facility.

Reviews and evaluates subordinate personnel performance.

Prepares facility related information and reports for justifications for all expenditures and manpower. Reviews and evaluates contractors and vendors performance for justification of expenditures and manpower cost.

Advises and recommends to agency management the maintenance, repair and renovation issues requiring significant staffing and monetary impacts. Includes recommendations for contractor and RFP issues.

Prepares, reviews and provides recommendations for annual budget for Maintenance Sections. Includes documentation for cost for all contract, vendor and RFP's requirements and mandates.

Consults with other state agencies, directors, architects, project managers, contractors and contract engineers.

Serves as necessary on committees and acts as a consultant to other committees for facility related matters.

Implements and directs training and safety programs for all subordinate personnel. Includes training and safety programs for contractors and vendors personnel in state facilities.

Prepares and reviews service, construction, vendor and RFP contracts and advises agency management on contract specifications and plans.

Advises and/or responds to emergencies on a 24-hour basis as required.

Plans, supervises and delegates job duties for all landscaping of facility grounds. Includes direction over contractor and vendor personnel assigned to facility grounds.

Conducts maintenance, construction and vendor meetings for facility related problems, issues and concerns as needed.

Directs other sections such as boiler plant, housekeeping, security, laundry and motor pool as needed.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana
ACCOUNTANT MANAGER 1

SALARY	\$24.10 - \$47.27 Hourly \$4,177.00 - \$8,194.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA08182022-MW-BUSSVCS
DEPARTMENT	LA Educational TV Authority	OPENING DATE	08/18/2022
CLOSING DATE	8/28/2022 11:59 PM Central		

Supplemental Information

The Louisiana Educational TV Authority (**Louisiana Public Broadcasting**) is seeking to fill an **Accountant Manager 1** vacancy in their Business Services Department.

Preference will be given to the candidate who possesses the following skills:

- Oversees the budgeting, financial and reporting activities for both the Louisiana Educational Television Authority (LETA) and the Foundation for Excellence in Louisiana Public Broadcasting (FELPB) whose annual operating budgets total over \$16 million dollars.
- This position must maintain excellent performance standards while assuming increased responsibilities of a more complex nature.
- The position is instrumental in the ongoing development and monitoring of agency wide accounting systems and policies.
- This position assumes responsibility for Business Office operation in the absence of the Director of Business
- Works directly with the Executive Director on special projects as needed.
- This position will directly supervise 2 professional Accountants and 1 Accounting Tech.
- Non-Profit experience preferred

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

LA Educational TV Authority
Business Services Department
7733 Perkins Rd.
Baton Rouge, LA 70810

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree with twenty-four hours in accounting plus four years of professional level experience in accounting or financial auditing.

SUBSTITUTIONS:

A certified public accountant (CPA) certificate will substitute for the baccalaureate degree with twenty-four semester hours in accounting plus one year of the experience.

A master's degree in accounting, business administration, finance, management, economics, quantitative methods, or public administration will substitute for one year of the required experience.

SUBSTITUTIONS FOR DEGREE ONLY:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree (not the 24 hours in accounting).

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree (not the 24 hours in accounting) as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

Function of Work:

To plan, organize, and manage fiscal programs.

Level of Work:

Manager.

Supervision Received:

Generally from a higher level fiscal or administrative position.

Supervision Exercised:

Generally over at least two professional fiscal positions.

Location of Work:

May be used by all state agencies.

Job Distinctions:

Differs from Accountant Supervisor 1-2 by composition of subordinate workforce.

Differs from higher-level Accountant Managers by level of Accountant Administrator served; relationship to Accountant Administrator; number of accounting functions managed; scope and complexity of programs managed; and size and composition of subordinate staff.

Examples of Work

Oversees the preparation of complex financial reports in the areas of budget development, cost reporting, and revenue forecasting.

Develops goals and measurable performance standards for subordinate fiscal units and subordinate fiscal supervisors.

Establishes productivity reporting criteria and procedures for these units and monitors supervisors' performance in meeting goals.

Ensures that supervisors are trained to counsel employees, develop employees' skills, and lead employees to achieve performance objectives.

Provides periodic reports of unit performance to higher level Accountant Manager or Accountant Administrator.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.
Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>

ACCOUNTANT MANAGER 1 Supplemental Questionnaire

***QUESTION 1**

Do you have a Bachelor's Degree from an accredited college or university?

Yes

No

***QUESTION 2**

Do you possess 24 semester hours in accounting from a regionally accredited college?

Yes

No

***QUESTION 3**

If you answered 'yes' to the previous question, please type each course name, semester hours earned, and the accredited university. If you answered 'no,' type N/A. Example: ACCT 2001 - Introductory Financial Accounting - 3 hrs – LSU PLEASE NOTE: Failure to provide ALL information could result in your application not being considered. Typing "see transcript" or "my degree is in accounting" is NOT acceptable. NOTE: YOUR COMPREHENSIVE COLLEGE TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION FOR VERIFICATION. ORIGINAL TRANSCRIPT WILL BE REQUIRED UPON HIRE.

***QUESTION 4**

Are you substituting the required baccalaureate degree with six years of full time work experience?

Yes

No

***QUESTION 5**

Do you have a current certified public accountant (CPA) certificate?

Yes

No

***QUESTION 6**

If you answered yes to the previous question, please list the license number, issue date, and expiration date. If no, please type N/A. PLEASE NOTE: Failure to provide ALL information requested may result in this credential not being considered.

***QUESTION 7**

Do you have experience in analyzing financial statements, budgets, etc.?

Yes

No

***QUESTION 8**

Do you have previous management and/or supervisory experience?

***QUESTION 9**

Describe your experience LaGov. If you have no previous experience, type N/A.

QUESTION 10

Do you have Non-Profit Experience?

* Required Question



State of Louisiana
DEPUTY DIRECTOR

SALARY	\$0.00 Hourly \$0.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Unclassified	JOB NUMBER	LETA-08192022-MW-ADMIN
DEPARTMENT	LA Educational TV Authority	OPENING DATE	08/22/2022
CLOSING DATE	8/29/2022 11:59 PM Central		

Supplemental Information



The mission of Louisiana Public Broadcasting (LPB) is to provide programming that is intelligent, informative, educational and entertaining. LPB connects the citizens of the state by creating content that showcases Louisiana’s unique history, people, places and events.

LPB is a state network of six non-commercial television stations in Alexandria, Baton Rouge, Lafayette, Lake Charles, Monroe, and Shreveport licensed to the Louisiana Educational Television Authority (LETA), established in 1971 by the Louisiana Legislature. LPB is also affiliated with WLAE-TV in New Orleans.

LPB airs quality national PBS programming including PBS NewsHour, MASTERPIECE, NOVA, NATURE, Antiques Roadshow, Great Performances, as well the many educational programs from PBS KIDS. In addition to its main channel (LPB1), LPB and PBS have a 24/7 children’s channel (LPB2), and LPB and Create TV have a how-to and lifestyle channel (LPB3).

The Louisiana Educational TV Authority (Louisiana Public Broadcasting) is seeking to fill a **Deputy Director** vacancy in Administration.

Duties include, but are not limited to:

- **Responsibility for budget administration**
- **Executing legal contracts on behalf of the agency as a licensed attorney**
- **Handling compliance matters by being well versed on Civil Service Rules and Regulations**
- **Understanding of Programming and production workflows**
- **Strategic planning skills to help plan for agency’s future endeavors**
- **Responsible for supporting the Executive Director to oversee and manage television production, broadcasting and community outreach and the development of select partnerships for Louisiana Public Broadcasting.**
- **Will ensure that LPB is delivering quality content to audiences across the State of Louisiana in existing and developing broadcast platforms.**
- **Will support the Executive Director in overseeing daily operations by providing management direction to department heads, and developing and implementing strategies to enable LPB to better serve its statewide**

community and serve as liaison with potential partners, supporters and underwriters, to ensure LPB's financial sustainability into the future.

- Under the direction of the Executive Director, the Deputy Director will collaborate with agency department heads to develop operational strategies for production, programming, underwriting and educational activities for LETA/LPB and coordinate and manage interdepartmental activities.
- Licensed Notary Public credentials preferred

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

LA Educational TV Authority

Administration

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana TV ENGINEER 2

SALARY	\$17.60 - \$30.84 Hourly \$3,051.00 - \$5,346.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-08312022-MW-ENGINEERING
DEPARTMENT	LA Educational TV Authority	OPENING DATE	08/31/2022
CLOSING DATE	9/5/2022 11:59 PM Central		

Supplemental Information

The **Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB)** is seeking a **TV Engineer 2** to be a part of their Engineering team.

The **TV Engineer 2** position is critical to the agency's statewide network signal distribution. The primary role is to maintain the network delivery of our signal Statewide and also monitor the transmitter so that it complies with all of the FCC operating specifications, which in turn allows the agency to deliver our programming and Public Safety alerts statewide to the citizens of Louisiana.

Preference will be given to the candidate who possesses the following skills:

Troubleshoots and develops workarounds for equipment failures and operator errors at all levels of production and transmission of programming.

Serve as Engineer in charge (EIC) in Master Control. Duties include final responsibility for quality control and equipment utilization. Programs include all live and taped broadcasts.

Maintain and provide technical support for computer-based transmitter remote control interfaces and software.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Louisiana Educational TV Authority

Engineering Department

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus one year of experience in television engineering or television production.

SUBSTITUTIONS:

Experience in television engineering or production work will substitute for the baccalaureate degree on the basis of one year of experience for thirty semester hours of college.

Society of Broadcast Engineering certification as Broadcast Engineer, Audio Engineer, Video Engineer, Senior Broadcast Engineer or Professional Broadcast Engineer will substitute for the baccalaureate degree only.

NOTE:

Television experience involving camera operation, lighting, floor direction, or similar studio duties will not be accepted as qualifying experience.

Production experience as a television director, producer, editor, graphics operator or in production management will be considered as qualifying experience.

NOTE:

Appropriate Federal Communication Commission license or permit will be required.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

Function of Work:

To operate and maintain a television broadcast, production broadcast, satellite delivery, and transmission facility.

Level of Work:

Experienced.

Supervision Received:

General from Television Engineer Section Manager and functional from TV Engineer 3.

Supervision Exercised:

Functional over Television Engineer Technicians.

Location of Work:

Louisiana Educational Television Authority (LETA).

Job Distinctions:

Differs from Television Engineer Technician 3 by the presence of supervisory responsibility of network delivery and television transmitter operation.

Differs from Television Engineer--Transmitter by absence of primary responsibility for transmission, satellite, and distribution systems.

Differs from Television Engineer 3 by the absence of responsibility for involvement in multiple engineering tasks within one or more engineering sections.

Examples of Work

Shift supervisor of a multi-million dollar television production and broadcast transmission facility. Duties include final responsibility for quality control, equipment and personnel utilization.

Operate and maintain a computer-based network of video servers, workstations and data archive systems using various compressed digital formats to provide public television and educational programs to the State of Louisiana.

Provide file management for data storage systems. Responsible for transfer of data to appropriate online storage system for scheduled broadcast playback and management of storage allocation for non-linear editing systems.

Engineer-in-charge (EIC) for all programs produced by the agency. Duties include final responsibility for quality control, equipment and personnel utilization. Responsible for project planning and duty assignment of personnel. Programs include all live and taped broadcast, edit sessions and multi camera remotes.

Oversees the operation and use of production and post production systems in accordance with standards set by the Federal Communications Commission (FCC) and Public Broadcasting System (PBS) Technical Operating Standards.

Serves as staff editor, to manage utilization and operation of all editing resources. Sets up and operates computerized editing systems. Maintains compliance with technical standards as published in RS-170A and RS-250B.

Troubleshoots, diagnose, and repairs broadcast equipment, including; component level maintenance, software modifications, and network system integration.

Serves as telecommunication system administrator.

Operates VHF and UHF television transmitters via computerized remote control system in accordance with Federal Communication Commission regulations. Requires an appropriate FCC license and knowledge of FCC rules and regulations.

Operates the satellite transmission systems. Communicates with clients and satellite operating facilities to schedule use of the LPB satellite transmission facility.

Acts as a technical advisor to viewers who may have a problem receiving the network anywhere in the viewing area.

Generates, updates, and maintains the operating parameters of data bases used in television, satellite broadcasting, and network delivery systems. Keeps records of system and network modifications. Supervises the installation and testing of all equipment and modifications to existing statewide systems and networks. Identifies and corrects problems and defects in equipment.

Maintains equipment usage logs showing actual versus scheduled use for billing and accounting purposes.

Installs satellite receiver systems statewide. Responsible for programming all satellite positions and parameters into the receivers. Trains teachers and facilitators to use satellite communications equipment. Troubleshoots problems that may occur by phone and travels to site for repairs if problem cannot be resolved by phone.

Troubleshoots and develops workaround for equipment failures and operator errors at all levels of production and transmission of programming.

Sets up, manages, and operates a remote production truck which includes supervising production and engineering personnel, ensuring safety of people and equipment, assembling equipment, and connecting high voltage and high current systems.

Designs broadcast systems, including wiring diagrams, cable data base, and operating flow charts.

Utilizes computer aided design (CAD) software, data base management, and spreadsheet software.

Investigates system problems, coordinates with vendors and users to recommend solutions, and follows up through successful termination of problems. Recommends and implements preventive measures to minimize possibility of recurring problem.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.
Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana
IT APPLICATIONS DEVELOPER 2

SALARY	\$23.07 - \$40.42 Hourly \$3,999.00 - \$7,006.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	REMOTE	Flexible/Hybrid
		EMPLOYMENT	
JOB NUMBER	LETA-09222022-MW- DIGCREATVSVCS	DEPARTMENT	LA Educational TV Authority
OPENING DATE	09/22/2022	CLOSING DATE	9/27/2022 11:59 PM Central

Supplemental Information

The Louisiana Educational TV Authority (**Louisiana Public Broadcasting - LPB**) is seeking an **IT Applications Developer 2** to be a part of their **Digital Creative Services Department**.

Preference will be given to the candidate who possess the following skills:

- LPB use gold-standard solutions from Microsoft, Apple, Adobe, and top-level vendors. The successful candidate will be trained as needed.
- Necessary development tools include: Visual Studio NET, Adobe Creative Cloud, MS SQL Server, JavaScript, HTML5, and SQL reports.
- Will work within our team of programmer analysts and technical personnel on existing and new enhancements to agency programs and will learn the public broadcasting through work assignments and via training hosted both internally and with PBS experts across the country.
- Candidates will need to demonstrate an aptitude for logical thinking and problem solving and be interested in computer programming as a career path.
- Computer Science and/or ISDS majors are preferred.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities.

Applicants are responsible for checking the status of their application to determine where they are in the recruitment process.

Further status message information is located under the Information section of the Current Job Opportunities page.

***Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.**

For further information about this vacancy contact:

Louisiana Educational TV Authority
Digital Creative Services Department
7733 Perkins Rd.
Baton Rouge, LA 70810
(225) 767-5660
hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus two years of experience in information technology.

SUBSTITUTIONS:

1. An associate's degree in information technology will substitute for the baccalaureate degree.
2. Two years of experience or training in information technology will substitute for the baccalaureate degree. Candidates without a baccalaureate degree may combine experience or training in information technology and college credit to substitute for the required baccalaureate degree as follows:
 - 30 to 59 semester hours credit will substitute for six months of experience or training in information technology towards the baccalaureate degree.
 - 60 to 89 semester hours credit will substitute for one year of experience or training in information technology towards the baccalaureate degree.
 - 90 or more semester hours credit will substitute for one year and six months of experience or training in information technology towards the baccalaureate degree.
 - A maximum of 90 semester hours may be combined with experience or training in information technology to substitute for the baccalaureate degree.
3. Six years of full-time work experience in any field may be substituted for the required baccalaureate degree. Candidates without a baccalaureate degree may combine work experience in any field and college credit to substitute for the baccalaureate degree as follows:
 - 30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.
 - 60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.
 - 90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.
 - 120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.
 - A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.
4. A baccalaureate degree with twenty-four semester hours in computer science, management information systems (MIS), quantitative business analysis--computer science, electrical engineering, information systems and decision sciences, computer engineering, mathematics, telecommunications, or computer information systems will substitute for up to one year of required experience.
5. A master's degree will substitute for up to one year of required experience.

NOTE:

Multiple specialized degrees and/or master's degrees will substitute for a maximum of one year of required experience.

NOTE:

A certification in an approved area may be substituted for the education and/or experience requirements at the time of hire or promotion, provided the appointment is made from a Certificate of Eligibles.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

FUNCTION OF WORK:

To analyze and develop information technology applications that are outside of the scope of the Office of Technology Services.

LEVEL OF WORK:

Experienced.

SUPERVISION RECEIVED:

General from an IT Supervisor or IT Manager. Other reporting relationships may be approved by SCS.

SUPERVISION EXERCISED:

May provide guidance to lower-level personnel.

LOCATION OF WORK:

State agencies with application development activities that are outside of the scope of the Office of Technology Services.

JOB DISTINCTIONS:

Differs from IT Applications Developer 1 by the presence of experienced-level tasks relative to applications development activities that are outside of the scope of the Office of Technology Services.

Differs from IT Applications Developer 3 by the absence of advanced-level tasks relative to applications development activities that are outside of the scope of the Office of Technology Services.

Examples of Work

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Designs, codes, compiles, tests, debugs, modifies and documents new or existing applications programs within accepted standards, procedures and guidelines.

Participates in revisions to user guides and production run books.

Performs applications maintenance activities to help ensure seamless integration with hardware and other components of the relevant systems.

Defines data elements; writes and compiles definitions and descriptions of data elements into dictionary form.

Applies a working knowledge of the application portfolio and its various components in order develop applications.

Supports components of applications systems by analyzing coding, performing applications maintenance tasks, etc.

Responds to troubleshooting requests for application components requiring experienced-level analysis.

Responds to applications emergencies as needed. May confer with higher-level IT personnel to resolve more complex problems.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>

IT APPLICATIONS DEVELOPER 2 Supplemental Questionnaire

QUESTION 1

Do you possess a baccalaureate degree from an accredited college? if so, please ensure you attach your transcripts to your online application.

- Yes
 No

QUESTION 2

Do you have twenty-four semester hours in computer science, management information systems (MIS), quantitative business analysis--computer science, electrical engineering, information systems and decision sciences, computer engineering, telecommunications, or computer information systems?

- Yes
 No

QUESTION 3

If you answered 'yes' to the previous question, please type each course name, semester hours earned, and the accredited university. If you answered 'no,' type N/A. Example: MIS 2001 - Introductory Management Information Systems - 3 hrs – LSU NOTE: Failure to list all specific courses may result in your application being considered incomplete. Responses such as "see transcript" are NOT acceptable.

QUESTION 4

Are you familiar with and/or have used one or more computer programming languages? If yes, which ones have you used? If no, enter N/A.

QUESTION 5

Have you worked with any video editing software like Final Cut or Premiere or similar? If yes, please explain in detail. If no experience, enter N/A.

QUESTION 6

Have you worked with Adobe Creative Suite Applications? If yes, which ones do you consider yourself to have intermediate or above experience/knowledge? If no, enter N/A.

QUESTION 7

Do you have work experience in SQL Server? If so, please list how many years of experience and a brief summary of how and where this experience was attained along with your level of proficiency. If not applicable, enter N/A.

*QUESTION 8

Do you have experience Social Media applications such as Facebook, Twitter, Instagram, YouTube, Snapchat, LinkedIn, etc? If yes, please provide platform used and the extent of knowledge on it?

*QUESTION 9

Do you have experience with website development and associated programming languages?

Yes

No

* Required Question



State of Louisiana
TV CAMERA OPERATOR 3

SALARY	\$17.79 - \$35.03 Hourly \$3,084.00 - \$6,072.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	JOB NUMBER	LETA-10042022-MW-PRODUCTION
DEPARTMENT	LA Educational TV Authority	OPENING DATE	10/04/2022
CLOSING DATE	10/9/2022 11:59 PM Central		

Supplemental Information

The Louisiana Educational Television Authority (also known as Louisiana Public Broadcasting) is seeking a **TV Camera Operator 3** as part of our national award-winning production team.

Preference will be given to the candidate who performs highly advanced operation of digital high definition studio/remote location cameras during multi-camera television/video productions off-line/on-line digital linear/non-linear editing, remote lighting, content development, and floor manager or crew supervisor during premier high profile national and statewide television/video programs for viewing/distribution through Louisiana Public Broadcasting.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

*****Samples of your work will be requested.**

For further information about this vacancy contact:

Louisiana Educational TV Authority

Production

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree which includes a total of twenty-four semester hours in any one or a combination of the following: mass communications, broadcast television/video production, broadcast journalism, journalism or cinematography plus two years of experience in television/video production work for commercial or government television or video production; or photographic experience in print for commercial or government published newspapers or periodicals.

SUBSTITUTIONS:

Experience in television/video production work for commercial or government television or video production company; or photographic experience in print for commercial or government published newspapers or periodicals will substitute for the required college training on the basis of one year of experience for thirty semester hours of college.

Training in a television broadcast/production technology vocational curriculum will substitute for a maximum of nine months of the required experience on a month-for-month basis for less than graduation. Graduation will substitute for one year of experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

Function of Work:

Performs highly advanced operation of digital high definition/standard definition studio/remote location cameras during multi-camera television/video productions, off-line/on-line digital linear/non-linear editing, remote lighting, content development, and floor manager or crew supervisor during premier high profile national and statewide television/video programs for viewing/distribution through Louisiana Public Broadcasting.

Level of Work:

Advanced.

Supervision Received:

General from the Television Senior Producer 2 or Television Senior Producer 1 or functional supervision from other higher-level television production staff.

Supervision Exercised:

Project basis lead worker over subordinates assigned to a production project such as lower level camera operators.

Location of Work:

Any agency having a large television/video production staff.

Job Distinctions:

Differs from Television Camera Operator 2 by the presence of responsibility for working on premier high profile nationally distributed television/video programs, editing of audio and video content material on off-line/on-line digital non-linear/linear editing equipment without Producer Class supervision, and responsibility for content development decisions as they apply to the Television Camera Operator 3's, Television Directors', and Television Producers' duties. The level of responsibility, independent thinking, and actions to accomplish the assignment program is far greater than at the Television Camera

Operator 2 level.

Differs from Television Senior Director by absence of responsibility for serving as technical director as primary duty.

Differs from the Television Associate Producer by the absence of responsibility for topic identification and content selection as primary duty.

Examples of Work

Operates professional broadcast quality digital high definition/standard definition digital/analog studio/remote location cameras during multi-camera television/video productions. Expresses visual artistry through advance use of the television camera.

Works primarily on programs for national and international audiences, with some work on statewide productions assigned.

Consults, contacts, researches and works with various State, National, International Corporate Heads, Associates Educators, Law Enforcement, Government Officials, Governors, Doctors, Lawyers and other national, state, and local personnel in the development and preparation of video projects and media presentations. Works with outside content experts and subordinate project associates in the conceptualization, recording, and editing phases of projects. With wide discretion, establishes and follows schedules and obligations with regards to various projects.

Employs, and if needed, establishes methods to adhere to new technical advances and production techniques and guidelines in digital television production to comply with federally mandated conversion to digital transmission, multi-casting and compressed video, as well as following established techniques and guidelines for standard analog television production.

Produces assigned remote single camera field productions while in the field. Ensures the framing subject and composition of the recorded image is adapted from 4X3 format to new wide screen federally mandated 16X9 format.

Demonstrates aesthetic precedents in videotaped material, such as framing, lighting, advanced editing, rule of thirds, 180° line rule, continuity and pacing.

Makes Television Senior Director and some Television Producer class decisions in content identification and development and off-line/on-line non-linear/linear digital editing of audio and video material. Functions as primary editor on on-line non-linear digital editing equipment. Uses analysis of content development and target audience information.

Applies Federal Communications Commission, Public Broadcasting System and other National, State, Agency and local Rules Regulations and Guidelines to the many facets of television/video production to ensure information-correct recording of content material.

Serves as technical advisor and to the Television Producer Classes in setting objectives and developing content, and as to which format to record and edit media to that effectively presents the subject matter.

Directs, with almost total freedom, the use of talent and equipment in the field, within the limitations of structural guidelines of the television production, to complete a segment or a portion or a production.

Edits recorded media on a digital linear/non-linear editor, using accepted forms and techniques, while adding creative

elements. Reviews and logs video from field shoots, archival and other material, and develops edit decision list (EDL) for on-line production. Transforms ideas, within the confines of the position, to create a positive or negative reaction depending upon shot selection and development of content material in the editing processes.

Functions as a Television Senior Director/Technical Director on previously formatted television/video productions without immediate supervision. On new or more complex formatted programs may function as a Television Director/Technical Director with limited functional supervision of a Television Senior Director.

Aids in designing and implementing fully realized visuals for premier high profile programs. Operates and technically programs digital video effects unit, dual channel digital still store, and video 3-D workstation with paint box in pre-production, production, and post-production, as assigned and required.

Programs and operates electronic computer graphics for titles, supers and credit rolls during production and post-production activities.

Operates digital multi-source audio recording, mixing and equalization equipment during studio and remote locations production and post-production activities.

Serves as senior floor manager or crew chief during premier high profile production activities during both studio-based and remote productions.

Functions as Television Lighting/Stage Director primarily on single camera electronic news gathering/electronic field production remote shoots for high profile programs by designing and implementing lighting plots.

Troubleshoots television/video production equipment problems on remote shoots and performs simple repairs on all equipment, as needed.

Maintains non-electrical portion of television/video camera in studio productions.

Researches and recommends television equipment purchases to management.

Uses advanced computer processes to adapt content material to various digital media, including web-sites, streaming video, and enhanced television technologies.

Instructs and regularly checks work on new Television Camera Operator 1 and 2 positions, student interns, and camera volunteers on proper studio/remote, single/multi camera operation as assigned.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.
Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana

PUBLIC INFORMATION DIRECTOR 1

SALARY	\$23.33 - \$45.91 Hourly \$4,044.00 - \$7,958.00 Monthly	LOCATION	Baton Rouge, LA
JOB TYPE	Classified	REMOTE	Flexible/Hybrid
		EMPLOYMENT	
JOB NUMBER	LETA-10272022-MW-DIGCREATSVCS	DEPARTMENT	LA Educational TV Authority
OPENING DATE	10/27/2022	CLOSING DATE	11/1/2022 11:59 PM Central

Supplemental Information

The **Louisiana Educational Television Authority** (also known as Louisiana Public Broadcasting - LPB) is currently seeking a **Public Information Director 1** as part of their Digital Creative Services department.

Those with the following skills and experience are encouraged to apply:

- Working with the brand team to produce new ideas for company branding, promotional campaigns, and marketing communications.
- Evaluating trends, assessing new data, and keeping up-to-date with the latest marketing techniques.
- Assisting clients in resolving issues by responding to questions in a timely and professional manner.
- Creating and implementing tailored marketing plans based on individual client requirements.
- Directing brainstorming meetings and creative sessions.
- Shaping brand standards and creating procedures to ensure all products are brand appropriate.
- Supervising the department's daily workflow, assigning project workloads, and monitoring deadlines and budgets.
- Developing exceptional and well-crafted copy that meet clients' requirements.
- Developing long range planning and internal product development for agency assets and applications

Requirements:

- **Bachelor's degree in art, graphic design, marketing, communications, journalism, and other relevant fields.**
- **A minimum of 5 years' digital experience, particularly with, but not limited to web, social, and emerging technologies.**
- **A solid understanding of design, copy, and web practices.**
- **Brilliant interpersonal and communication skills.**
- **Have in-depth knowledge of brand development and multichannel marketing models.**
- **Must be a creative and strategic thinker**

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities.

Applicants are responsible for checking the status of their application to determine where they are in the recruitment process.

Further status message information is located under the Information section of the Current Job Opportunities page.

***Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.**

For further information about this vacancy contact:

Louisiana Educational TV Authority
Digital Creative Services Department
7733 Perkins Rd.
Baton Rouge, LA 70810
(225) 767-5660
hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus four years of professional level experience in marketing, public relations, library science, and/or the research, written preparation and dissemination of information to the public or on behalf of an organization to its customers through such medium as publications, broadcasting, Internet web pages, social media, or public speaking.

SUBSTITUTIONS:

Experience in marketing, public relations, library science, and/or the research, written preparation and dissemination of information to the public or on behalf of an organization to its customers through such medium as publications, broadcasting, Internet web pages, social media, or public speaking will substitute for the required degree on the basis of one year of experience for thirty semester hours of college.

A baccalaureate degree with twenty-four semester hours in English, speech, journalism, marketing, mass communications, broadcasting, library science, public relations, or a combination of the above courses to total twenty-four semester hours will substitute for one year of the required experience.

Graduate training which included a combination of eighteen semester hours per thirty in English, speech, journalism, marketing, mass communications, broadcasting, public relations or library science will substitute for one year of the required experience.

A master's degree in English, speech, journalism, marketing, mass communications, broadcasting, public relations or library science will substitute for one year of the required experience.

A baccalaureate degree with twenty-four semester hours in English, French, speech, journalism, marketing, mass communications, broadcasting, or public relations, or a combination of the above courses to total twenty-four semester hours will substitute for one year of the required experience.

Graduate hours which included a combination of eighteen semester hours per thirty in English, French, speech, journalism, marketing, mass communications, broadcasting or public relations will substitute for one year of the required experience.

A master's degree in English, French, speech, journalism, marketing, mass communications, broadcasting or public relations will substitute for one year of the required experience.

NOTE:

Specialized college credit will substitute for a maximum of one year of the required experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools;

and the Western Association of Schools and Colleges.

NOTE:

Graphic design, graphic art and technical jobs in radio/TV production will not be considered as qualifying. Some examples of technical radio/TV production jobs include but are not limited to TV camera operators, directors, production technicians, sound technicians, or video technicians. In addition, retail sales is not qualifying under marketing.

Job Concepts

Function of Work:

To plan and administer all communications, public relations, and/or web page goals and objectives for an office or small agency.

Level of Work:

Manager.

Supervision Received:

Broad direction from a higher level Public Information Director, administrator, or agency secretary.

Supervision Exercised:

May supervise Public Information Officers, clerical and other technical employees.

Location of Work:

May be used by all state agencies.

Job Distinctions:

Differs from Public Information Officer 3 by the presence of responsibility for all public information initiatives within an office or small agency and/or supervision of professional public information officers.

Differs from the Public Information Director 2 by absence of responsibility for all public information initiatives for a large agency.

Examples of Work

Serves as agency or office spokesperson with the media, community, and in crisis situations.

Serves as division director.

Addresses legislative issues impacting the department with the media.

Serves as web administrator and electronic commerce administrator for the office or agency, providing information to the web page.

Approves all information entered on the agency's web page by lower level webmasters.

Develops training programs and conducts training of agency media liaisons and webmasters.

Develops and implements public relations programs for both ongoing and new programs within the agency or office. This includes the preparation of news releases, fact sheets, media advisories, brochures, posters, press conferences, articles,

PSAs, audio video programs, and/or billboards.

Develops and implements agency Web Page Policy.

Develops and implements agency Media Relations Policy and Media Relations Plan.

Develops and implements agency Crisis Management Plan.

Designs agency web page, selects web page software and appropriate technology to use on the web page.

Develops and publishes agency news to the Louisiana State web page daily or as needed.

Successfully achieves communications, public relations, and/or web page goals and objectives for the office or small agency.

Interprets agency programs for the media and the public, including technical areas peculiar to that agency.

Identifies potential public relations problems and advises agency officials of appropriate preventative actions.

Influences top level staff to take specific actions regarding public relations activities.

Justifies agency decisions in negotiating on whether program actions should be reported on to the public by the media.

Oversees agency use of contracted advertising and public relations.

Manages the communications, public relations, and promotional budget by writing the narrative, projecting costs, determining necessary adjustments and approving and reviewing expenditures.

Interacts with top level agency staff, news media representatives, other agency public relations officials, legislators, federal agency and international organizations representatives, the governors press office, and corporate executives on issues relating to public relations activities within the department or office.

Has functional authority over up to several hundred agency or office media liaisons on quarterly public relations campaigns.

Conducts regular public relations campaigns with assistance of agency media liaisons across the state.

Indirectly supervises up to several hundred agency or office media liaisons on quarterly public relations campaigns.

Responds to electronic commerce inquiries for the office or agency.

Indirectly supervises high level administrative staff on the public relations task force in planning and implementing annual public relations campaigns for the office or agency.

Initiates, develops and maintains media contacts for disseminating information.

Persuades the media to report or not to report on agency programs.

Develops audio video presentations.

Researches materials for and writes speeches on selected topics for agency executives.

Conducts marketing for agency programs, services, and Louisiana products.

Agency

State of Louisiana

Phone

(866) 783-5462

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>



State of Louisiana

TV CAMERA OPERATOR 3

SALARY

\$17.79 - \$35.03 Hourly

\$3,084.00 - \$6,072.00 Monthly

LOCATION

Baton Rouge, LA

JOB TYPE

Classified

JOB NUMBER

LETA-02072022-MW

DEPARTMENT

LA Educational TV Authority

OPENING DATE

02/07/2022

CLOSING DATE

2/17/2022 11:59 PM Central

SALARY

\$17.79 - \$35.03 Hourly

\$3,084.00 - \$6,072.00 Monthly

LOCATION

Baton Rouge, LA

JOB TYPE

Classified

JOB NUMBER

LETA-02072022-MW

DEPARTMENT
LA Educational TV Authority

OPENING DATE
02/07/2022

CLOSING DATE
2/17/2022 11:59 PM Central

Supplemental Information

The Louisiana Educational Television Authority (also known as Louisiana Public Broadcasting - LPB) is seeking a **TV Camera Operator 3** as part of our national award-winning production team.

Preference will be given to the candidate who performs highly advanced operation of digital high definition studio/remote location cameras during multi-camera television/video productions off-line/on-line digital linear/non-linear editing, remote lighting, content development, and floor manager or crew supervisor during premier high profile national and statewide television/video programs for viewing/distribution through Louisiana Public Broadcasting.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

*****Samples of your work will be requested.**

For further information about this vacancy contact:

Megan Wright, MBA
Louisiana Educational TV Authority

Production

7733 Perkins Rd.
Baton Rouge, LA 70810
(225) 767-5660
hr@lpb.org

Qualifications

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree which includes a total of twenty-four semester hours in any one or a combination of the following: mass communications, broadcast television/video production, broadcast journalism, journalism or cinematography plus two years of experience in television/video production work for commercial or government television or video production; or photographic experience in print for commercial or government published newspapers or periodicals.

SUBSTITUTIONS:

Experience in television/video production work for commercial or government television or video production

company; or photographic experience in print for commercial or government published newspapers or periodicals will substitute for the required college training on the basis of one year of experience for thirty semester hours of college.

Training in a television broadcast/production technology vocational curriculum will substitute for a maximum of nine months of the required experience on a month-for-month basis for less than graduation. Graduation will substitute for one year of experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts

FUNCTION OF WORK:

Performs highly advanced operation of digital high definition/standard definition studio/remote location cameras during multi-camera television/video productions, off-line/on-line digital linear/non-linear editing, remote lighting, content development, and floor manager or crew supervisor during premier high profile national and statewide television/video programs for viewing/distribution through Louisiana Public Broadcasting.

LEVEL OF WORK:

Advanced.

SUPERVISION RECEIVED:

General from the Television Senior Producer 2 or Television Senior Producer 1 or functional supervision from other higher-level television production staff.

SUPERVISION EXERCISED:

Project basis lead worker over subordinates assigned to a production project such as lower level camera operators.

LOCATION OF WORK:

Any agency having a large television/video production staff.

JOB DISTINCTIONS:

Differs from Television Camera Operator 2 by the presence of responsibility for working on premier high profile nationally distributed television/video programs, editing of audio and video content material on off-line/on-line digital non-linear/linear editing equipment without Producer Class supervision, and responsibility for content development decisions as they apply to the Television Camera Operator 3's, Television Directors', and Television Producers' duties. The level of responsibility, independent thinking, and actions to accomplish the assignment program is far greater than at the Television Camera Operator 2 level.

Differs from Television Senior Director by absence of responsibility for serving as technical director as primary duty.

Differs from the Television Associate Producer by the absence of responsibility for topic identification and content selection as primary duty.

Examples of Work

EXAMPLES OF WORK:

Operates professional broadcast quality digital high definition/standard definition digital/analog studio/remote location cameras during multi-camera television/video productions. Expresses visual artistry through advance use of the television camera.

Works primarily on programs for national and international audiences, with some work on statewide productions assigned.

Consults, contacts, researches and works with various State, National, International Corporate Heads, Associates

Educators, Law Enforcement, Government Officials, Governors, Doctors, Lawyers and other national, state, and local personnel in the development and preparation of video projects and media presentations. Works with outside content experts and subordinate project associates in the conceptualization, recording, and editing phases of projects. With wide discretion, establishes and follows schedules and obligations with regards to various projects.

Employs, and if needed, establishes methods to adhere to new technical advances and production techniques and guidelines in digital television production to comply with federally mandated conversion to digital transmission, multi-casting and compressed video, as well as following established techniques and guidelines for standard analog television production.

Produces assigned remote single camera field productions while in the field. Ensures the framing subject and composition of the recorded image is adapted from 4X3 format to new wide screen federally mandated 16X9 format.

Demonstrates aesthetic precedents in videotaped material, such as framing, lighting, advanced editing, rule of thirds, 180° line rule, continuity and pacing.

Makes Television Senior Director and some Television Producer class decisions in content identification and development and off-line/on-line non-linear/linear digital editing of audio and video material. Functions as primary editor on on-line non-linear digital editing equipment. Uses analysis of content development and target audience information.

Applies Federal Communications Commission, Public Broadcasting System and other National, State, Agency and local Rules Regulations and Guidelines to the many facets of television/video production to ensure information-correct recording of content material.

Serves as technical advisor and to the Television Producer Classes in setting objectives and developing content, and as to which format to record and edit media to that effectively presents the subject matter.

Directs, with almost total freedom, the use of talent and equipment in the field, within the limitations of structural guidelines of the television production, to complete a segment or a portion or a production.

Edits recorded media on a digital linear/non-linear editor, using accepted forms and techniques, while adding creative elements. Reviews and logs video from field shoots, archival and other material, and develops edit decision list (EDL) for on-line production. Transforms ideas, within the confines of the position, to create a positive or negative reaction depending upon shot selection and development of content material in the editing processes.

Functions as a Television Senior Director/Technical Director on previously formatted television/video productions without immediate supervision. On new or more complex formatted programs may function as a Television Director/Technical Director with limited functional supervision of a Television Senior Director.

Aids in designing and implementing fully realized visuals for premier high profile programs. Operates and technically programs digital video effects unit, dual channel digital still store, and video 3-D workstation with paint box in pre-production, production, and post-production, as assigned and required.

Programs and operates electronic computer graphics for titles, supers and credit rolls during production and post-production activities.

Operates digital multi-source audio recording, mixing and equalization equipment during studio and remote locations production and post-production activities.

Serves as senior floor manager or crew chief during premier high profile production activities during both studio-based and remote productions.

Functions as Television Lighting/Stage Director primarily on single camera electronic news gathering/electronic field production remote shoots for high profile programs by designing and implementing lighting plots.

Troubleshoots television/video production equipment problems on remote shoots and performs simple repairs on all equipment, as needed.

Maintains non-electrical portion of television/video camera in studio productions.

Researches and recommends television equipment purchases to management.

Uses advanced computer processes to adapt content material to various digital media, including web-sites, streaming video, and enhanced television technologies.

Instructs and regularly checks work on new Television Camera Operator 1 and 2 positions, student interns, and camera volunteers on proper studio/remote, single/multi camera operation as assigned.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>

Agency

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Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Search all of Handshake...



Favorites filter applied ▾

Help ▾

Megan Wright ▾

← Jobs

UI/UX Developer



Job #6032182 • Created 2/16/2022 by Megan Wright • **Closed 3/31/2022**

Overview

Schools

Matches

Applicants (1)

Job details

Requested schools

These are schools where your job has been sent.

Search for a school

Closed (2)

School	Status	Applications	Comments	
Louisiana State University	Closed	1	0	☰
Southern University and A&M College at Baton Rouge	Closed	0	0	☰

← [Jobs \(/emp/jobs\)](/emp/jobs)

UI/UX Developer

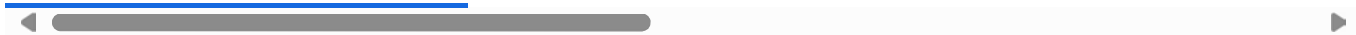
Job #6032182 • Created 2/16/2022 by Megan Wright • **Closed 3/31/2022**



[Overview \(/emp/jobs/6032182\)](/emp/jobs/6032182)

[Schools \(/emp/jobs/6032182/schools\)](/emp/jobs/6032182/schools)

[Matches \(/emp/jobs/6032182/matches\)](/emp/jobs/6032182/matches)



This job is closed

Students can't apply to this job at this time.
It has closed at all schools where it was posted.

WHAT YOU CAN DO

View your applicants

Browse your applicants, and check out resumes and profiles

View applicants

← [Jobs \(/emp/jobs\)](/emp/jobs)

UI/UX Developer

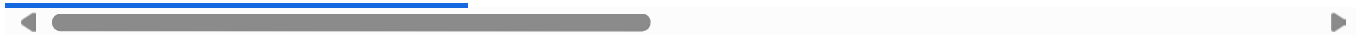
Job #6032182 • Created 2/16/2022 by Megan Wright • **Closed 3/31/2022**



[Overview \(/emp/jobs/6032182\)](/emp/jobs/6032182)

[Schools \(/emp/jobs/6032182/schools\)](/emp/jobs/6032182/schools)

[Matches \(/emp/jobs/6032182/matches\)](/emp/jobs/6032182/matches)



This job is closed

Students can't apply to this job at this time.
It has closed at all schools where it was posted.

WHAT YOU CAN DO

View your applicants

Browse your applicants, and check out resumes and profiles

View applicants

Collapse



Help

¹ Notifications

Messages



- + Create new >
- Jobs
- Campaigns
- Candidates
- Search resumes
- Interviews
- Analytics
- Tools

[← Back to jobs](#)

UI/UX Developer

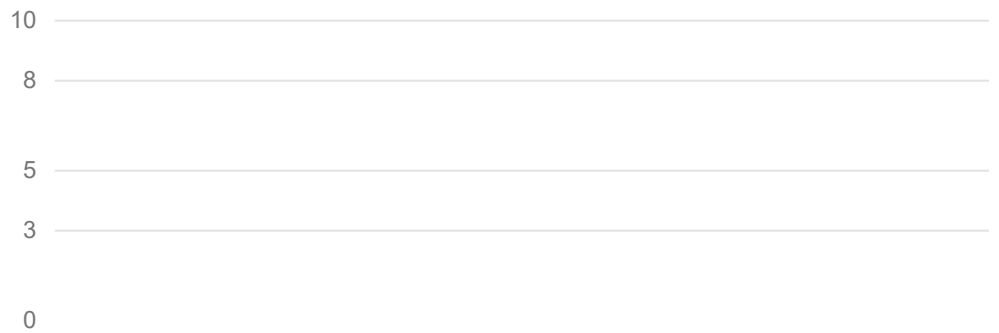
Louisiana Public Broadcasting – Baton Rouge, LA

Clicks

Your job

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week



0

Views

0

Budget

0

Cost

[Sponsor job for more clicks](#)

Candidates

Awaiting review

0

Total (excluding rejected)

2

54 Rejected

Job description

Job Duties

We're seeking a Web Developer/IT Applications Programmer 2 to join our growing and vibrant team. Remote contract (6 months) to on-site-full time. English-speaking United States residents currently residing in the US only. No companies please. We are looking for a developer to work primarily, but not exclusively, on a platform built with Craft CMS, working directly with our team of designers, producers, and IT professionals. You should be a supportive and reliable team member we can grow with, ideally becoming a key component in our agency. You'll be brought into our company Slack group, touching base as needed and reviewing active project work. You will be expected to lead development on both small and large web projects. On larger projects, you will take a site design and build the site from the ground up. This means building the front end as well as designing and building a custom CMS (using Craft CMS) that fits the requirements of the site. If you're passionate about writing code, graphic design, video production, IT, and all things web, we'd love to hear from you.

Contract Role Requirements

- Ability to work and thrive in remote working environment
- Ability to hone in and create remote-based daily work routines
- Ability to communicate remotely, with emphasis on clear and concise writing, team task management, diligence on scheduled events, process and documentation oriented
- Knowledge of Content Management Systems, specifically Craft CMS
- Ability to design a custom CMS that considers all site functionality requirements
- Comfortable working with build tools and terminal workflows: Grunt, Git, SSH, etc.
- Ability to articulate development decisions and repercussions to internal team members and clients alike
- Build modern cutting-edge websites using modern tools and processes.
- Creative independence when taking original direction and guidelines, and suggesting the best development solutions to our team. Being able to speak to why you make the choices you do is important to us.

- Contribute to our processes and products - we are always looking for ways to improve and we welcome the great ideas you will bring!

How to Apply

This is a contract to full time position. During the contract phase (6 months, 15-20 hours per week), you'll become familiar with our processes and team, jumping right into active projects. If it makes sense for you (and for us) you'll transition seamlessly to full time in Summer, 2022. The full-time position becomes part of our team – supporting all areas of our Agency and external customers with web, app, software, and basic hardware issues. When you get in touch, we're not interested in a boilerplate sentence. We're a tight-knit group and want this position to be filled by a unique someone who communicates well and that understands going the extra mile is, at times, very necessary. If this is you, amazing!

Please apply with:

- A cover letter of sorts; it doesn't need to be fancy, but tell us about yourself, why you think you'd be a good fit, and what you will bring to the team. We want to know.
- Your Github and/or Dribbble link
- Your resume and portfolio information
- Salary requirements

Job Types: Temporary, Contract, Full-time

Salary: \$28.82 - \$30.00 per hour

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Work Location: In person

Closed ▼

[View public job page](#)

Details

Posted: February 21, 2022

Views: 0

Applications received: [56 total](#)

Budget

Job budget: Not sponsored

Promote this job for more candidates:



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[Security](#) –

[Billing](#) –

[Contact](#)

Jobs



Post a job

Open and paused (0)

Closed (4)

Filter and search jobs

Sort by: Posting date

Order: Descending

<input type="checkbox"/> Executive Assistant Baton Rouge, LA Posted: March 28, 2022	1 Applicants	1 Awaiting 1 Contacting 0 of 1 Hired	Free - Sponsor job Increased application fee	Closed
<input type="checkbox"/> Executive Assistant Baton Rouge, LA Posted: March 28, 2022	1 Applicants	1 Awaiting 1 Contacting 0 of 1 Hired	Free - Sponsor job Sponsorship award fees	Closed
<input type="checkbox"/> UI/UX Developer Baton Rouge, LA Posted: February 21, 2022	2 Applicants	0 Awaiting 2 Contacting 0 of 1 Hired	Free - Sponsor job ~69 (est) more if you sponsor.	Closed
<input type="checkbox"/> Executive Assistant Baton Rouge, LA Posted: March 3, 2021 — Ends: March 18, 2021	8 Applicants	1 Awaiting 6 Contacting 0 of 1 Hired	Sponsored 0.00 (USD) Total cost 5.00 (USD) Daily	Closed

Jobs

Post a job

Open and paused (0) Closed (4)

Filter and search jobs

Sort by: Posting date











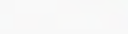





Order: Descending

<input type="checkbox"/> Executive Assistant Baton Rouge, LA Posted: March 28, 2022	1 Applicants	1 Awaiting	0 Contacting	0 of 0 Hired	Free - Sponsor job Increased application fee \$50.00/week	<input type="button" value="Closed"/>
<input type="checkbox"/> Executive Assistant Baton Rouge, LA Posted: March 28, 2022	0 Applicants	0 Awaiting	0 Contacting	0 of 0 Hired	Free - Sponsor job Sponsorship start fee None	<input type="button" value="Closed"/>
<input type="checkbox"/> UI/UX Developer Baton Rouge, LA Posted: February 21, 2022	2 Applicants	0 Awaiting	2 Contacting	0 of 1 Hired	Free - Sponsor job ~69 (est) more if you sponsor.	<input type="button" value="Closed"/>
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From: laura@broadcasters.org <laura@broadcasters.org>
Sent: Monday, November 20, 2023 1:45 PM
To: Megan Wright <mwright@lpb.org>
Cc: 'Polly Johnson' <pollyjohnson@broadcasters.org>
Subject: LPB Job Postings

[----- EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe. -----]
Hi Megan!

Does this help?

	Report/Producer Louisiana Public Broadcasting			Baton Rouge		January 20, 2023 by labroadcasters	February 2, 2023	--
	Anchor/Reporter/Producer Louisiana Public Broadcasting			Baton Rouge		January 20, 2023 by labroadcasters	February 2, 2023	--
	Anchor/Reporter/Producer Louisiana Public Broadcasting			Baton Rouge		January 20, 2023 by labroadcasters	February 2, 2023	--
	TV ENGINEER Louisiana Public Broadcasting			Baton Rouge		August 15, 2022 by labroadcasters	--	Engineering/ IT - TV

Thanks,

Laura Smith
Manager of Business Development



Posting sent to Louisiana Association of Broadcasters (LAB)

The **Louisiana Educational TV Authority/Louisiana Public Broadcasting (LPB)** is seeking to hire an **on-air Anchor/Reporter/Producer** for their weekly news magazine program and for other public affairs programs as assigned.

Preference will be given to the candidate who possesses the following skills:

- Strong writing and reporting skills. Using the highest journalistic standards, they will be responsible for pitching and developing timely news stories that pertain first to the state of Louisiana and potentially to a national audience.
- Must be a self-starter who is very organized and works well under
- Must be a team player who can manage and direct crews with calm and
- Experience editing in Adobe Premiere is
- Should have expertise in using social media, including Facebook, YouTube, Twitter, and
- A minimum of five years as an on-air anchor/reporter/producer is Preference will be given to applicants who have covered the Louisiana Legislature.

Send resume, cover letter and reel to:

Megan Wright, Human Resources Director by email at hr@lpb.org by Thursday, February 2, 2023.

For further information about this vacancy contact:

Louisiana Educational Television Authority/Louisiana Public Broadcasting

Human Resources Department

7733 Perkins Rd.

Baton Rouge, LA 70810

(225) 767-5660

hr@lpb.org

The Louisiana Educational TV Authority (also known as Louisiana Public Broadcasting - LPB) is seeking a TV Engineer 2 to be a part of their Engineering team.

Preference will be given to the candidate who possesses the following skills:

The TV Engineer 2 position is critical to the agency's statewide network signal distribution. The primary role is to maintain the network delivery of our signal Statewide and also monitor the transmitter so that it complies with all of the FCC operating specifications, which in turn allows the agency to deliver our programming and Public Safety alerts statewide to the citizens of Louisiana.

Troubleshoots and develops workarounds for equipment failures and operator errors at all levels of production and transmission of programming.

Serve as Engineer in charge (EIC) in Master Control. Duties include final responsibility for quality control and equipment utilization. Programs include all live and taped broadcasts.

Maintain and provide technical support for computer-based transmitter remote control interfaces and software.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Louisiana Educational TV Authority
Engineering Department
7733 Perkins Rd.
Baton Rouge, LA 70810
(225) 767-5660
hr@lpb.org

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus one year of experience in television engineering or television production.

SUBSTITUTIONS:

Experience in television engineering or production work will substitute for the baccalaureate degree on the basis of one year of experience for thirty semester hours of college.

Society of Broadcast Engineering certification as Broadcast Engineer, Audio Engineer, Video Engineer, Senior Broadcast Engineer or Professional Broadcast Engineer will substitute for the baccalaureate degree only.

NOTE:

Television experience involving camera operation, lighting, floor direction, or similar studio duties will not be accepted as qualifying experience.

Production experience as a television director, producer, editor, graphics operator or in production management will be considered as qualifying experience.

NOTE:

Appropriate Federal Communication Commission license or permit will be required.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Job Concepts/Function of Work:

To operate and maintain a television broadcast, production broadcast, satellite delivery, and transmission facility.

Level of Work:

Experienced.

Supervision Received:

General from Television Engineer Section Manager and functional from TV Engineer 3.

Supervision Exercised:

Functional over Television Engineer Technicians.

Location of Work:

Louisiana Educational Television Authority (LETA).

Job Distinctions:

Differs from Television Engineer Technician 3 by the presence of supervisory responsibility of network delivery and television transmitter operation.

Differs from Television Engineer--Transmitter by absence of primary responsibility for transmission, satellite, and distribution systems.

Differs from Television Engineer 3 by the absence of responsibility for involvement in multiple engineering tasks within one or more engineering sections.

Examples of WorkShift supervisor of a multi-million dollar television production and broadcast transmission facility. Duties include final responsibility for quality control, equipment and personnel utilization.

Operate and maintain a computer-based network of video servers, workstations and data archive systems using various compressed digital formats to provide public television and educational programs to the State of Louisiana.

Provide file management for data storage systems. Responsible for transfer of data to appropriate online storage system for scheduled broadcast playback and management of storage allocation for non-linear editing systems.

Engineer-in-charge (EIC) for all programs produced by the agency. Duties include final responsibility for quality control, equipment and personnel utilization. Responsible for project planning and duty assignment of personnel. Programs include all live and taped broadcast, edit sessions and multi camera remotes.

Oversees the operation and use of production and post production systems in accordance with standards set by the Federal Communications Commission (FCC) and Public Broadcasting System (PBS) Technical Operating Standards.

Serves as staff editor, to manage utilization and operation of all editing resources. Sets up and operates computerized editing systems. Maintains compliance with technical standards as published in RS-170A and RS-250B.

Troubleshoots, diagnose, and repairs broadcast equipment, including; component level maintenance, software modifications, and network system integration.

Serves as telecommunication system administrator.

Operates VHF and UHF television transmitters via computerized remote control system in accordance with Federal Communication Commission regulations. Requires an appropriate FCC license and knowledge of FCC rules and regulations.

Operates the satellite transmission systems. Communicates with clients and satellite operating facilities to schedule use of the LPB satellite transmission facility.

Acts as a technical advisor to viewers who may have a problem receiving the network anywhere in the viewing area.

Generates, updates, and maintains the operating parameters of data bases used in television, satellite broadcasting, and network delivery systems. Keeps records of system and network modifications. Supervises the installation and testing of all equipment and modifications to existing statewide systems and networks. Identifies and corrects problems and defects in equipment.

Maintains equipment usage logs showing actual versus scheduled use for billing and accounting purposes.

Installs satellite receiver systems statewide. Responsible for programming all satellite positions and parameters into the receivers. Trains teachers and facilitators to use satellite communications equipment. Troubleshoots problems that may occur by phone and travels to site for repairs if problem cannot be resolved by phone.

Troubleshoots and develops workaround for equipment failures and operator errors at all levels of production and transmission of programming.

Sets up, manages, and operates a remote production truck which includes supervising production and engineering personnel, ensuring safety of people and equipment, assembling equipment, and connecting high voltage and high current systems.

Designs broadcast systems, including wiring diagrams, cable data base, and operating flow charts.

Utilizes computer aided design (CAD) software, data base management, and spreadsheet software.


Investigates system problems, coordinates with vendors and users to recommend solutions, and follows up through successful termination of problems. Recommends and implements preventive measures to minimize possibility of recurring problem.

RE: LPB Executive Director Search (2022)



Skip Hinton <Skip@netaconsulting.org>

To  Megan Wright

Cc  Linda O'Bryon



Mon 11/20/2023 3:50 PM

Start your reply all with: [Thank you!](#) [Received, thank you.](#) [Got it, thanks!](#)  [Feedback](#)

[----- EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe. -----]

Megan, Linda is traveling this week but may have additions.

Paid ads placed with:

- Current (2 months)
- National Association of Hispanic Journalists
- Native America Journalists Association
- TV News Check
- Asian American Journalists Association
- National Association of Black Journalists

Placements (no fees involved) also with:

- Corporation for Public Broadcasting
- Greater Public
- NETA
- Public Media Women in Leadership

In addition, I believe that LPB and/or the Foundation placed announcements on the LPB web site and other locations such as your LinkedIn account.

We also sent personal email notifications (approximately 160) to all current public television CEO's asking about their interest and also soliciting nominations for consideration. Similar emails were sent to non-CEO professionals in the business as well as leadership for CPB, PBS, NETA and other associations.