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Production Services Manager - KPBS, Greater San Diego Area

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### Production Services Manager

KPBS · Greater San Diego Area

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#### Job description

KPBS serves the greater San Diego community with informative, cultural, entertaining and educational television, radio, and web programming. KPBS TV/FM is the public television and radio stations for San Diego. Licensed to San Diego State University, KPBS supports and furthers the university's educational and community service mission by informing, enlightening and empowering its listeners. It does so not only by presenting national and locally produced programming of value to its San Diego audience, but also by producing programming about San Diego and its people for distribution nationwide.

The KPBS Production Services staff works as a team of about twelve people in collaboration with other departments to enhance the operations of KPBS TV on the campus of SDSU.

The Production Services Center oversees all aspects of television production. This includes studio and field production, post production, graphics, studio rentals, special events, project design and coordination.

The Production Services Manager is to ensure that the activities related to production run efficiently and serve as backup to the Director of Production. This individual in this position has experience in production and provides leadership to motivate and encourage the staff. The role will include interaction with various departments' production needs, interaction with outside clients, production coordination, processing of administrative documents, monitoring of employee productivity, and scheduling. The individual works closely with the Director of Production to ensure the flow of operations is smooth and unhampered.

#### Procurement and Servicing of Outside Clients

- Consult with new and existing clients to clarify specific needs for their production.
- Produce project cost estimates and billing summaries for review.
- Facilitate the delivery of services to ensure client satisfaction.
- Ability to prioritize projects and coordinate a variety of tasks and deadlines on a daily basis.
- Ability to provide excellent customer service and clear communication.
- Coordinate tasks, particularly logistical, throughout the production cycle (preproduction, production, and postproduction) for all projects as assigned.
- Coordinate vendor services and supervise vendor performance; review vendor invoices for accuracy. Process relevant forms for department.
- Monitor the production and post-production process to ensure staff and client satisfaction.
- Ability to work in an often-stressful environment and under the constraints of a tight budget and absolute deadlines.
- Schedule studios, graphics, and field projects for all assigned projects.
- Work independently on core day-to-day tasks, but may work with other production staff and/or production assistants/technicians as required to support a specific project or show.
- Represents KPBS Production Services at community and business functions.
- Conduct facility tours

#### Managing Staff

- Manage and assign the work of KPBS Production Services staff, freelancers, and outside vendors.
- Assess and coordinate staff training needs, including students.
- Must be able to utilize and be guided by the KPBS mission statement and strategic plan.



Job posted by

**Gregory Darbonne**  
HR Manager at BioLegend  
Greater San Diego Area

PREMIUM  
Send InMail

Seniority Level  
Mid-Senior level

Industry  
Broadcast Media

Employment Type  
Full-time

Job Functions  
Writing/Editing

#### PREMIUM

#### Estimated salary

Gregory, try Premium and unlock salary information.

Base salary  
\$ /yr  
Range: \$ - \$

Total compensation  
\$ /yr  
Range: \$ - \$

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**Desired Skills and Experience**

**Experience**

- Minimum of five years television production experience.
- Minimum of three years of supervisory experience.
- Experience within production environments.
- Ability to operate software programs such as Microsoft Office Products and QuickBooks.

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**Michael Schuerman**

Research/media analyst at KPBS TV and FM  
Greater San Diego Area

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**Trisha Richter**

KPBS Grants and Corporate Giving Manager  
Greater San Diego Area

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**Nancy Worlie**

Associate General Manager, Content & Communications at KPBS  
Greater San Diego Area

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**Highlights**

1 person at KPBS also studied at California State University-Long Beach



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Messaging



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Job : Title: KPBS Part Time Radio Operations Technical Director (24)
Source: (1)
Source: Company Website - SDSU (1)
Source: Company Website - SDSU Research Foundation (4)
Source: Internet - Facebook (1)
Source: Job Board - Indeed.com (12)
Source: Job Board - Other (4)
Source: Referral (1)
Job : Title: KPBS Production Administrative Support Coordinator I (134)
Source: (9)
Source: Company Website - SDSU (8)
Source: Company Website - SDSU Research Foundation (35)
Source: Email a Friend (2)

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Job : Title: KPBS Production Services Manager (92)
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Job : Title: KPBS Programming Coordinator - Television and Content (45)
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