

JOBS

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Posted:	December 13, 2014
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Editorial Producer

KPBS - Greater San Diego Area



⊗ This job is no longer accepting applications



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Job description

The role of the **Producer/Editor** is to perform a range of production tasks for assigned projects including production content and non-linear editing. The position also includes production operations tasks for local in-house productions, field production and various shows. The role will include interaction with various departments' production needs, interaction with outside clients, special events and production coordination.

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 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 **Producer/Editor** works on projects for other KPBS Departments and outside clients either individually or in collaboration with other KPBS and freelance staff. The coordination of tasks, particularly logistical, throughout the production cycle (preproduction, production, and postproduction) for all projects as assigned.

- Consults with clients to clarify specific needs and wants. Script writing skills.
- Develop storyboards to outline project ideas.
- Reserves the studio, edit suites, personnel, and graphics for projects.
- Schedules and coordinates field production activities.
- Coordinates vendor services and supervises vendor performance.
- Processes all relevant forms and maintains project/event files.
- Tracks facility usage and external costs.
- Facilitates the delivery of services to ensure client satisfaction.
- Monitors the production and post-production process to ensure client satisfaction.
- Produces written correspondence to clients regarding project work.
- Conduct facility tours.
- Represents KPBS Video Production Services at community and business functions.
- Ability to multi task.
- Plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- 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.
- Ability to work in an often-stressful environment and under the constraints of a tight budget and absolute deadlines.
- Must be able to utilize and be guided by the KPBS mission statement and strategic plan.
- Performing other duties as assigned.

Desired Skills and Experience

Knowledge and Abilities

Seniority Level
Associate

Industry
Broadcast Media

Employment Type
Full-time

Job Functions
Art/Creative

PREMIUM

Estimated salary

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Base salary

\$ /yr
Range: \$ - \$



Total compensation

\$ /yr
Range: \$ - \$

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Highly motivated self-starter, with a high energy level and strong interpersonal skills.

- Understand and follow posted work rules and procedures.
- Ability to relate well to others within the work environment.
- Ability to communicate effectively, both orally and in writing.
- Well organized, ability to meet deadlines, detail oriented; possess good judgment and common sense.
- Ability to make independent decisions and make difficult choices in critical situations.
- Ability to use good judgment in communications with staff at all levels within the organization.
- The Incumbent must have a thorough knowledge and experience of network technical and engineering standards.
- Ability to work weekends, holidays, overtime, early and late shifts when requested.
- Enjoy working with people and in support of content creators' projects.

Experience

- Minimum of five years television production experience.
- Minimum of five years of non-linear editing experience.
- Experience within production environments.
- Ability to operate software programs such as Final Cut Pro, Motion, and Microsoft Office Products.
- Knowledge and understanding of public media Experience working within a union environment.

Education

College degree in television production, a related field or thorough technical experience and/or relevant coursework

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**Michael Schuerman**

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

[Message](#)**Trisha Richter**

KPBS Grants and Corporate Giving Manager
Greater San Diego Area

[Message](#)**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

Messaging





Consuela Steward <csteward@kpbs.org>

Two New Jobs Posted Today!

1 message

Greg Darbonne <gdarbonne@kpbs.org>

Fri, Dec 12, 2014 at 4:06 PM

To: Kpbs-everyone@kpbs.org

✓ **Fronteras Reporter**, News Department
<https://careers-sdsurf.icims.com/jobs/1675/kpbs-fronteras-reporter/job>

✓ **Producer / Editor**, Production Services Department
<https://careers-sdsurf.icims.com/jobs/1677/producer--editor--kpbs-production-services/job>

Please post on your Linked-In accounts!

Greg Darbonne
HR Manager
(619)594-2415

Visit our Web site at <http://www.kpbs.org>
5200 Campanile Drive
San Diego, CA 92182-5400

Job : Title: Producer / Editor - KPBS Production Services (97)
Source: (17)
Source: Company Website - SDSU (6)
Source: Company Website - SDSU Research Foundation (10)
Source: Employee Referral (4)
Source: Internet - Facebook (1)
Source: Internet - LinkedIn (17)
Source: Internet - Other (2)
Source: Job Board - Indeed.com (31)
Source: Job Board - Other (2)
Source: Referral (4)
Source: SimplyHired (1)
Source: Social Networks (2)
Job : Title: Senior News Producer (34)
Source: (5)
Source: Company Website - SDSU (2)
Source: Company Website - SDSU Research Foundation (1)
Source: Employee Referral (3)
Source: Internet - LinkedIn (10)
Source: Internet - Other (1)
Source: Job Board - Indeed.com (8)
Source: Other (Non Internet) (2)
Source: Referral (1)
Source: Social Networks (1)
Job : Title: Senior Systems Administrator (17)
Source: (4)
Source: Company Website - SDSU Research Foundation (1)