



Position Announcement for  
**Joint Project Manager**

**Summary**

OPB is looking for a Joint Project Manager to coordinate a video production unit grant between partner Local Journalism Centers ([EarthFix](#), [Fronteras](#), [Innovation Trail](#), [Harvest](#), [Inside Energy](#)). This salaried, exempt position is a full time, regular status position with benefits.

**Position Details**

**Primary Duties/Responsibilities:**

Responsible for the coordination of the video production unit grant between the partner Local Journalism Centers (LJC's); duties include organizing regular communication between leads at Partner LJC's and providing support for development, promotion and sustainability efforts when those involve two or more Partner LJC's. The manager will also organize a kick-off summit for the project, collect and present data and narratives for required periodic CPB reports, facilitate compilation of best practices for video production unit operations, and serve as a liaison between LJC's and national producers such as the PBS Newshour and NPR.

**Working Conditions:**

Most work is done in an office. Work schedule may include early mornings, evenings and weekends and will involve some travel within the United States. Extended periods of using a computer. This position is expected to end on September 30, 2016.

**Required Qualifications:**

- Five years of project management or leadership experience in a broadcast or digital media environment.
- Experience with producing or distributing video.
- Experience in journalism or communications.
- Familiarity with video production processes and technologies.
- Familiarity with web and social media metrics and standard analysis methods of those metrics.
- Exceptional time management, organizational and interpersonal skills.
- Ability and willingness to work a varied schedule.
- Enthusiasm for the role of public media in a changing journalism environment.

**Preferred Qualifications:**

- Bachelor's degree in journalism or communications.
- Demonstrated experience with innovative online video production and distribution.
- Demonstrated experience leading a team with members in multiple remote locations to accomplish a set of defined goals.
- Experience administering a project funded by a grant from the Corporation for Public Broadcasting.
- Demonstrated experience with developing business models for online media content or an online media organization.

**To apply:**

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Joint Project Manager) **and where you first learned of this job opening** to [hr@opb.org](mailto:hr@opb.org) or OPB Human Resources, 7140 SW Macadam Ave., Portland, OR 97219.
- Instructions on how to apply will be sent within 24 hours of receiving the letter of interest Monday through Friday. If a letter of interest is sent over the weekend or a holiday, application instructions will be sent by the end of the next business day.

**Application Deadline**

All application materials are due by:  
December 2nd, 2014, 5 p.m. (Pacific Time).