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# Joint Project Manager

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## 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

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[Master Control Operator \(/about/jobs/master-control-operator3/\)](/about/jobs/master-control-operator3/)

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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.

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## 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:  
 Dec. 2, 2014, 5 p.m. (Pacific Time).

**OPB values our listeners, viewers and readers and the unique blend of ideas and attitudes that they bring to Oregon and the Northwest.** We know it is our responsibility to find those who will further our mission by giving voice to our community in all its diversity, and **we are wholly committed to doing so.**

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If your organization would like to be added to our contact list for future job openings so you can refer qualified applicants, please email us with your contact information at [hr@opb.org](mailto:hr@opb.org) (<mailto:hr@opb.org>).

OPB is an Equal Opportunity Employer.

Certain federal and state laws require that job applicants be able to view posters or notices describing specific laws that affect employers. These include the Oregon OSHA Job Safety and Health poster ([http://www.opb.org/s/docs/about/Oregon\\_OSHA.pdf](http://www.opb.org/s/docs/about/Oregon_OSHA.pdf)), the federal Equal Employment Opportunity poster ([http://www.opb.org/s/docs/about/Equal\\_Employment\\_Opportunity.pdf](http://www.opb.org/s/docs/about/Equal_Employment_Opportunity.pdf)), the federal Family and Medical Leave Act ([http://www.opb.org/s/docs/about/Family\\_and\\_Medical\\_Leave\\_Act.pdf](http://www.opb.org/s/docs/about/Family_and_Medical_Leave_Act.pdf)) poster and the federal Polygraph Protection Act Notice ([http://www.opb.org/s/docs/about/Polygraph\\_Protection\\_Act.pdf](http://www.opb.org/s/docs/about/Polygraph_Protection_Act.pdf)). Although people viewing this section of [opb.org](http://www.opb.org) may not be job applicants, this is the most readily available location to ensure this information is available to potential job applicants.

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