

Position Title: Educational Television Productions of Northeast Wisconsin Executive Director

Department: Educational Television Productions of Northeast Wisconsin (ETP-NEW)

Reports to (position): Agency Administrator

Supervises (position): Production Staff

Job Summary:

The Educational Television Productions of Northeast Wisconsin Director provides, on a contractual basis, broadcast quality instructional and documentary production services to Wisconsin Public Television, NEWIST CESA #7 and other production partners. The ETP-NEW Director also provides media production services for educational, governmental, business and non-profit organizations.

Common Responsibilities:

1. Projects a positive and courteous attitude and image to customers, students, and community.
2. Possesses and demonstrates strong interpersonal communication skills.
3. Pursues continuous improvement through a professional development plan.
4. Maintains confidentiality of CESA 7 internal matters and complies with any legal confidentiality requirements as to student information, health records, or other similar information.
5. Complies with all CESA 7 policy or administrative directives.
6. Possesses and demonstrates strong organizational skills, including maintaining an organized office space and classroom space.

Primary Functions or Responsibilities:

1. Provides leadership and direction for ETP-NEW
2. Prepares and oversees budgets for all areas of the ETP-NEW operation.
3. Works with ETP-NEW Board of Directors to develop and implement both short and long term goals, strategies and objectives.
4. Oversees the identification of funding opportunities for existing and new projects.
5. Conducts business development activities and promotes opportunities through ETP and Independent Programs and Productions (IPP) media production services.
6. Works closely with clients to develop and produce a variety of media to meet individual applications.
7. Oversees the writing, production and direction of instructional and documentary productions for broadcast and distribution.
8. Oversees the functions of camera operator, sound recordist, and lighting director.
9. Oversees the functions of primary video editor for ETP-NEW productions.
10. Provides collaboration and coordination of services between ETP-NEW, NEWIST, other CESA 7 programs, and independent programs and productions
11. Manages and promotes the enterprise.
12. Manages routine equipment and computer maintenance.

Secondary Functions or Responsibilities:

1. Works with the Agency Administrator and other CESA 7 Directors to integrate activities among programs.
2. Performs other duties as assigned.

Qualifications:

1. Has Bachelor's degree or equivalent in Media Production, Mass Communications, Business Administration, or other relevant fields.
2. Has a minimum of five years in educational and documentary television production.
3. Has prior experience in managing and promoting an organization of a similar nature.
4. Possesses skills in writing, producing and directing instructional and documentary productions.
5. Has knowledge of and skill in editing and related media production technology.
6. Possesses either a valid driver's license and access to an insured motor vehicle capable of transporting television production equipment and personnel or has transportation.

Physical Requirements:

1. Ability to lift or maneuver up to 50 pounds with or without reasonable accommodation.
2. Ability to transport set up and operate various production equipment such as computers, lights, cameras and the like.

I have read and agree to fulfill the duties of this job description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_