

Pastoral Center-KNXT Channel 49/38

Roman Catholic Diocese of Fresno **Production Supervisor**

- Department: KNXT Channel 49/38
- Status: Full-Time, Exempt (Executive)
- Work Hours: Forty (40) Hours Per Week Minimum
- Salary: \$52,296.00-\$60,000.00 (DOQ)
- Competitive fringe benefits including health, dental and vision insurance; vacation and sick leave; defined benefit retirement plan; long-term disability plan; short-term disability plan (optional); Life/Accidental Death and Disability coverage; Voluntary Life Insurance policy (optional) with guaranteed coverage, and holidays.

The Roman Catholic Diocese of Fresno, KNXT Channel 49/38 is recruiting for the position of Production Supervisor. This position is responsible for supervising the technical production of all media initiated by and generated through the Diocese's Catholic television stations, including all supervision of all studio and offsite location productions. The incumbent reports to, and works under the general direction of the General Manager and assists with the day-to-day supervision and management of all television productions. The incumbent is responsible for supervision of a television production staff, interns and volunteers. Supervisory duties and responsibilities include the interviewing, hiring, developing/training, evaluating and disciplining of subordinate employees.

The Production Supervisor performs a variety of technical and supervisory tasks to ensure that all Diocesan television productions are developed and implemented in the most technically sound, cost effective, and cost efficient fashion. In addition to overseeing all studio and location productions and staff, the Production Supervisor also directs all pre-production activities including openings, closings, video inserts, graphics, promotions and public service announcements.

Key Job Duties and Responsibilities:

- Supervises the capturing, directing and editing of all KNXT Catholic television productions including studio, on-locations, live events, and special projects as well as intros/outros, station ID's and promotional videos.
- Operate and maintain a variety of technical computer hardware and software, cameras, decks, recording equipment, and video editing systems.
- Select shot locations; prepare set design and layout for video and live productions, and select appropriate recording equipment, light placement, and shot compositions.
- Set-up engineer equipment for studio and field productions including matching and adjustment of cameras, lighting, audio recording and transportation.
- Supervises the assembly and personally assembles and positions materials, furniture and props for regular studio series and special programs as needed.
- Operate control room during recording and/or live programming and diocesan events.
- Develops/creates scripts and story board concepts for all local promotions and productions.
- Designs and creates scripts sets for all in-house, location, and live remotes.

- Supervises all production activities associated promotions for local events, network programs, pledge campaigns and special events.
- Conducts interviews, hires, develops/trains, evaluates and disciplines technical staff, support staff, interns and volunteers, working under his/her supervision.
- Provides technical assistance to subordinate producers, support staff, interns and volunteers in the completion of program edits and provides additional edits or corrections as needed. Facilitates involvement of volunteers and directs volunteers during studio and field productions.
- Manages all production equipment and ensures equipment remains in good operating condition and working order.

Individuals with demonstrated work experience supervising the capturing, directing, and editing of television productions, including studio, on-locations and live event, and who meet the qualifications as set forth below under the Minimum Qualifications are invited to submit an application, resume, and letter of interest. For a copy of the Diocesan job application and the official job description, please contact Bradley Whisenhunt, Human Resources Analyst, at (559) 488-7488, or by e-mail at bwhisenhunt@dioceseoffresno.org.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college, trade school, or university with a bachelor’s degree or its equivalent in mass communications, journalism, television program or motion picture production, or closely related field/discipline.

Experience: Three (3) years of full-time paid supervisory experience in commercial television broadcasting or motion picture productions.

OR

Five (5) years paid work experience in commercial television broadcasting or motion picture productions.

License: Possession of a valid California Class “C” Driver License.

SELECTION PROCESS:

Depending on the number of applicants meeting the minimum qualifications and filing requirements, qualifying applicants will be scheduled to participate in an Interview Examination and/or other screening/selection process.

Note: Should you require special accommodation for any of the examinations, due to a qualifying disability, please contact Bradley Whisenhunt, Human Resources Analyst, at (559) 488-7488, at least five (5) working days prior to the examination.

REQUIRED APPLICATION MATERIALS:

- Completed Diocesan Application
- Letter of Interest
- Current Resume

HOW TO APPLY:

Submit required application materials by e-mail or in person **by 1:00 PM, Friday, March 18 2016,**
to:

Bradley J. Whisenhunt, Human Resources Analyst
Roman Catholic Diocese of Fresno
1550 N. Fresno St.
Fresno, CA 93703-3788
bwhisenhunt@diocesoffresno.org