

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, TV/RADIO PROGRAM OPERATIONS

Reports To: Designated Supervisor

UW Job Code: 3782

UW Job Family: 3D - Media/Communication/Art

SOC Code: 27-2012

FLSA: Exempt

Pay Grade: 25

Date: 2-18-99 (revised 4-25-01; 8-1-01; 7-1-02; 11-3-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Plan, coordinate and direct all phases of programming and operations for either Outreach Technology Services, Instructional Telecommunication Services or Wyoming Public Radio (WPR); assist students and staff in acquiring production skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer the production, distribution, budget and billing operations of a designated department for academic and/or service programs; manage and schedule personnel, facilities and equipment; supervise and train production crews; assist academic and service departments in developing, producing and utilizing materials; critique on-air staff to achieve excellence (WPR).
- Serve as Executive Producer for department productions (UWTV).
- Administer and direct the activities of the Distribution Center (scheduling, taping, duplication and cable casting).
- Supervise and/or perform writing, producing, directing, editing and post-production activities to create original productions.
- Plan, recommend, schedule, and produce program and station promotion; coordinate with other units as necessary.
- Analyze, report, and make recommendations for effective program schedules and changes.
- Administer and manage public outlets including cable and/or future public radio stations operated by the University as directed.

SUPPLEMENTAL FUNCTIONS:

- Research, write, and prepare grant proposals; develop and implement goals and policies for acquisition of outside funding; coordinate on-air fundraising with designated staff (WPR).
- Perform on-air duties as needed (WPR).
- May supervise broadcast students for independent study projects.

- Participate in associated University committees.
- Provide accommodations for community and public service as directed.

COMPETENCIES:

- Technical/Professional Knowledge
- Strategic Planning
- Integrity
- Quantity of Work
- Formal Presentation Skills
- Collaboration
- Individual Leadership
- Innovation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration, or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable technology and equipment configurations and operations.
- Applicable University, state and federal laws, rules and regulations.
- Journalism theory, methods, concepts and techniques.
- Supervision concepts, methods and techniques.
- Communication methods, concepts and techniques.
- Project and production development, planning and time management techniques and methods.
- Production distribution and management methods, concepts and techniques.
- Billing methods, concepts and techniques.
- Budget management including monitoring expenditures.

Skills and Abilities to:

- Effectively communicate and develop interpersonal skills, writing and directing ability.
- Organize and coordinate projects within budget and designated deadlines.
- Handle stress related to project pressures and/or job deadlines.
- Develop and plan productions and distribution timetables.
- Analyze and recommend program schedules.
- Supervise, teach and perform writing, producing, directing, editing and post-production activities.
- Work as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

Standard office and small studio environment(s); frequent exposure to associated mechanical or electrical hazards.

DISTINGUISHING FEATURES:

Assistant Producer/Director, Television: Assists with planning, producing, writing, directing and editing university television productions for various clients such as university departments, government agencies and private businesses. May have full responsibility for less complex productions including supervision of production crews. May be required to perform on camera.

Producer/Director, Television: Plans, writes, produces, directs and edits university television productions for various clients such as university departments, government agencies and private businesses. Provides senior-level leadership. Typically has full responsibility for more complicated productions including supervision of production crews and setting of budgets. May be assigned less complex productions or productions dealing with sensitive subject matter. Responsible for training members of production crews on the use of equipment. May research new and changing technology and provide input on purchasing equipment.

Manager, TV/Radio Program Operations: Plans, coordinates and directs all phases of programming and operations for an assigned unit. Administers the production, distribution, budget and billing operations for designated programs. Supervises writing, producing, directing, editing and post-production activities, may be required to perform these duties. Analyzes and makes recommendations for effective program schedules. Serves as Executive Producer for UWTV productions.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.