

TELEVISION PRODUCTION SUPERVISOR*

Function of Job:

Under administrative supervision of network production manager, to be responsible for planning, overseeing and scheduling television production operations, and for the supervision and training of cinema/videographers, studio, and remote crews for mobile unit.

Characteristic Duties and Responsibilities:

1. Train, schedule and supervise work of studio/remote production personnel, videographers, and cinematographers, as assigned.
2. Act as Production Manager in his/her absence.
3. Supervise the studio/remote production facilities in coordination with crew chief and production manager.
4. Plan, advise, and consult with staff members, the public, and college/university faculty concerning television programs.
5. Maintain the studio in cooperation with staff producer/directors.
6. Develop and maintain formats transform ideas into actual television programs.
7. Prepare and supervise preparation of necessary scripts and oversee program content.
8. Plan specific aural and visual details, including set design, staging, camera shots and effects, to obtain the most effective presentation.
9. Schedule and direct the work of necessary talent and technical crew before and during actual production.
10. Supervise the visualization and picturization relating to television script.
11. Prepare and administer budgets for assigned TV programs.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor degree or equivalent in academic experience from a college, trade school or university.
2. Four years experience in the production of television programs.
3. Knowledge of TV and motion picture production techniques.
4. Creative ability as demonstrated on film or video tape resume.
5. Supervisory ability.

Additional Desirable Qualifications:

1. Major in communications or journalism.
2. Experience in educational or commercial television broadcasting, including supervisory responsibility.
3. Advanced degree in related field.

7/1/82

System Approval

7/1/82

Effective Date

*Revised – Original approved 3/4/76 as Senior Television Producer/Director/Production Supervisor.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

