



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Manager, Educational Access Television Station
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job#:</b>	8658
<b>Reports to:</b>	Executive Director of Communication
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Educational Access Television Station Manager supervises all aspects of television production, broadcasting, and administration for the district's educational access station.

**Essential Functions:**

- Produce, supervise, evaluate and direct, all original programming for the cable access channel
- Supervise all programming and scheduling for the cable station's 24 hour a day seven days a week broadcast
- Research and purchase all programming, video production software, video cameras, video workstations and related production equipment and supplies
- Script, videotape, edit, and broadcast original programming
- Assign documentation of district activities as requested
- Post and manage district electronic signage
- Maintain station's broadcast infra-structure
- Supervise Producer/Videographer
- Supervise Freelance videographers, editors, engineers, and graphic artist as needed
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge of digital video/audio recording in the studio and on location
- Knowledge of non-linear video editing, including Avid and Adobe editing software packages
- Knowledge of still and motion graphics including compositing in Photoshop and After Effects
- Knowledge of digital broadcast devices and electronic signage
- Ability to quickly learn computer hardware and software
- Strong organizational skills
- Excellent verbal and written communication skills
- Strong academic skills
- Strong interpersonal and management skills
- Ability to consistently meet all delivery dates

**Experience:**

- Candidate must have 7 years of experience in computerized television production, directing/producing, administration, and some managerial experience

**Education:**

- Bachelor's Degree in television production, motion picture production or the visual arts (required)
- Master's Degree (preferred)

**Physical Requirements:**



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- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***



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