



## **Job Announcement**

### **Production Manager**

Georgia Public Broadcasting (GPB) Studios and Production Services is hiring a Production Manager to support and perform administrative and production tasks for the entire production department as needed. The production manager will report to the Vice President of GPB Studios. GPB is a statewide dual licensee comprised of 9 PBS television stations and 21 NPR radio stations that broadcast across the state of Georgia.

#### **Candidate Responsibilities:**

- Manage budgets for client and internal productions.
- Responsible for a variety of daily office activities to include scheduling meetings, booking Studios/Rooms, preparing materials for productions, shipment & and receiving, ordering supplies, keeping notes, and distributing accordingly, reviewing freelancer invoices & and timecards, ordering supplies, and other duties as needed.
- Assist with studio setup for GPB client & internal productions and serve as an onsite contact during studio or field productions.
- Assist with editing short & long-term projects.
- Prepares contract documents for all studio and field shoots.
- Coordinates the distribution and management of releases for client talent and locations.
- Works to coordinate crew fulfillment, which includes pre-production, production, and post-production.
- Coordinates and ensures the appropriate bookings of studios/facilities and assists in creating shot lists, itineraries, and call sheets for productions.
- Works with production, post-production, and development teams to procure, organize, and maintain all assets related to production of the shows or projects the team is working on.
- Serves as the point of contact to ensure client delivery of final program/product in the requested format.
- May help operate various studio equipment including camera, teleprompter, graphics, and other production functions
- Supervise all production engineering staff and schedule all television production work.
- Supervises and evaluates assigned staff, directs work, processes employee concerns and problems, and counsels and disciplines.
- Acts as liaison between the creative, technical, and logistical aspects of productions; provides technical assistance as needed.
- Arranges for transmission and telephone service for remote television programs.
- Provides the organization with long-term planning regarding facilities and personnel; advises Director of Engineering of production needs.
- Maintains production policies and procedures; identifies and resolves organizational and personnel problems.
- Maintains records of production activity and attends various meetings, professional workshops, seminars, and conferences.
- Interacts with other television stations and oversees studio safety programs and activities.
- Manage relationships with external production partners, talent, and agencies, ensuring seamless collaboration and effective communication.
- Performs other administrative tasks as needed which may include conducting remote surveys, evaluating various equipment for purchase, and renting outside equipment and facilities, substitutes for co-workers in temporary absence of same.

#### **Candidate Qualifications:**

- Bachelor's degree in Television Production, Communications, or related field required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Five years of progressively responsible supervisory experience in television production and broadcasting.
- Strong editing experience in Final Cut & Adobe Premiere.
- 1-2 years of experience working in a television production environment.
- Proficiency in Microsoft Excel and knowledge of computer systems such as Microsoft Office, Word, Excel, Access, or a similar database is required.
- Familiarity with editing in Final Cut or Adobe is a plus.
- Ability to work flexible hours, during events and productions which include nights and weekends.

- Must be a diligent, detail-oriented worker who is efficient, a creative problem-solver, and not afraid to ask questions.
- Must maintain a professional demeanor while working with talent and crews during productions.

**We Offer:** Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and childcare spending accounts; Disability insurance; and opportunities for training and professional development.

**To Apply:** Upload resume, cover letter, list of three references and applicant form on the GPB Job Center located at [www.gpb.org/jobs](http://www.gpb.org/jobs). ONLY Applications submitted through the GPB Job Center with a complete application, resume AND cover letter WILL BE ACCEPTED.

**Deadline to Apply: Open Until Filled**

Georgia Public Broadcasting is an Equal Opportunity Employer.
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