



# Job Announcement

## **Production Manager**

**This is a full-time – 2-year time-limited position.**

Georgia Public Broadcasting (GPB) Studios and Production Services is hiring a Production Manager to coordinate and manage multiple GPB Education content & GPB development projects. Working Daily with the Educational Content Director to ensure high quality deliverables. The production manager will be responsible for the oversight of projects regarding both internal and external clients. This position reports to the production/content teams.

### **Candidate Responsibilities:**

- Collaborate closely with internal and external stakeholders to facilitate the creation of high-quality, multimedia education content.
- Ensure that all projects are delivered on-time, within scope, and within budget.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders.
- Develop a detailed project plan to monitor and track progress using appropriate tools.
- Create educational content for PBS LearningMedia and ensure it meets the requirements of the platform.
- Manage changes to the project scope, project schedule, and project costs.
- Work with GPB social teams to develop content for GPB Education social media accounts (i.e., Facebook, Instagram, YouTube, and Twitter/X)
- Successfully manage the relationship and communications with the various internal project teams, external clients, and other stakeholders.
- Create and maintain comprehensive project documentation.
- Lead regularly scheduled meetings.
- Ensure quality standards are met throughout projects.
- Oversee the translation of classroom and standards-based content into compelling and entertaining media.

### **Candidate Qualifications:**

- Bachelor's degree or higher in related field and three years plus related experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Experience in and/or knowledge of Georgia's PreK-12 education landscape is preferred.
- Ability to create/edit scripts and demonstrate basic video editing is preferred. Solid organizational skills including attention to detail and multi-tasking skills.
- Diplomacy in managing relationships both internally and externally.
- Previous work experience in project management and coordination.
- Excellent customer-service, organizational, and time-management skills.
- Comfortable operating in a fast-paced environment and handling critical or challenging interactions that require professionalism and good judgment.
- Highly resourceful and proficient in Microsoft Office and Google Suite, and able to quickly pick up other software applications as needed.
- Knowledge of multiple content delivery platforms.
- Must have a reliable mode of transportation and a valid driver's license. Statewide travel and light lifting required.
- Must be able to work evenings and weekends, on occasion.

**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 child care 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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