



7403 N. Kelley Ave., Oklahoma City, OK 73111

JOB OPENING NOTIFICATION

POSITION: Documentary Producer

ISSUED: March 22, 2024

CLOSE: Until filled

The Oklahoma Educational Television Authority announces the opening of the Full-time position titled **Documentary Producer** located in the Documentary Department in Oklahoma City. The most qualified candidates will be contacted for an interview.

RESPONSIBILITIES

This position is primarily responsible for working alone or with a team to create creative, high-quality material for OETAs award winning Documentary Department. Duties include:

- Conceptualize and creatively research, develop, and produce content, using lighting, camera, scripting, graphic creating, and non-linear editing techniques.
- Produce associated program content across multiple media platforms, including the OETA website, social media, and other avenues that develop.
- Write and archive script and promotional material associated with the program and assist others in archival and captioning of existing material.
- Participate in topic development for all department programs.
- Utilize photography and editing skills as needed with other OETA projects as assigned.

QUALIFICATIONS

- Bachelor's degree in journalism or related field
- At least two years' experience in television or related field as a photographer/editor with writing skills or reporter with photography/editing skills. Must comprehend and utilize effective lighting and audio skills.
- Must be a creative editor and storyteller.
- Must be able to creatively operate contemporary HD camera equipment, and non-linear editing software (Premier and AVID preferred).
- Must have Office 365 document and graphic creation computer skills.
- Must have strong time management and organizational skills that ensure deadlines will be met.
- Must be available to occasionally work nights and weekends as assigned to record content in the field.
- Must be able to travel, occasionally staying overnight, primarily in the State of Oklahoma. Travel expenses reimbursed up to the U.S. General Services Administration (GSA) per diem rate.
- Knowledge of Oklahoma culture, art, geography, traditions, lifestyles, and interests will be helpful.
- Must be able to lift to 30 lbs.
- Must have a valid Oklahoma driver's license.

COMPENSATION

Salary range: \$40,000.00 - \$45,000.00 depending on experience. A generous benefit package including health, leave, retirement plus much more is included.

HOW TO APPLY: Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501. Applications submitted at www.oeta.tv or in person at 7403 N Kelley Avenue, Oklahoma City. Please provide professional references.

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