



TELEVISION PRODUCER/DIRECTOR (P/T)

Upper Merion Township, located in King of Prussia, PA is looking for a highly motivated part-time **Television Producer/Director** who will report directly to the Coordinator of Television Services and will be responsible for planning, recording and editing various television programs designed to inform or entertain the residents of Upper Merion Township. The **Television Producer/Director** must have excellent technical, customer service, and organizational skills and flexible availability that includes days, evenings, and weekends as needed.

The **Television Producer/Director** will be responsible for (including, but not limited to):

- Directs, writes, shoots and edits various programming for the township's cable television channel.
- Plans, records, edits, and writes scripts for video programs for the cable channels, video archive, atrium monitor, social media, and internal needs.
- Provides technical direction of live and scripted in-studio and in-field multi-camera productions.
- Prepares for and broadcasts, including live switching and directing, of live township meetings and hearings and is responsible for taped playbacks.
- Prepares the studio, Freedom Hall, board room, meetings rooms, and field locations for recording.
- Operates all equipment related to studio, field, ENG, and hand-held configurations including, but not limited to, cameras, video switcher, microphones, audio mixer, teleprompters, lighting, cables and stands, as well as computer, projector, and audio connections.
- Organizes/maintains the studio, control room, equipment room, office area, and production trailer.
- Assists with updating messages on the cable bulletin board, LED sign, and atrium monitor.
- Assists with setting the programming schedule on the cable channels and scheduling guests.
- Takes high-quality still photos with DSLR camera
- Burns DVDs and BluRay discs, creates and prints labels, and makes copies upon request.
- Monitors station's output signal to ensure optimal performance and reliability levels on cable channels, web stream, atrium monitor, and LED sign and take corrective action when failures occur.
- Assists with remote access support of cable bulletin board and LED sign updates when needed.
- Assists with maintenance of various records associated with the operation of UMGA-TV.

Minimum Education, Training and Experience Required:

- Bachelor's degree in Communications, Television Production, or related field from an accredited college or university plus two (2) years of relevant work experience preferred; or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.
- Proficiency with Adobe Creative Cloud, including, but not limited to, Premiere Pro, Photoshop, Illustrator, After Effects, and Audition.
- Proficiency in the use of Microsoft Excel, Word, Outlook, and PowerPoint and all social media platforms such as Facebook, Twitter, Instagram, Pinterest, and LinkedIn.
- Familiar with video cameras, video switchers, audio mixers, lighting, teleprompters.
- Must have a valid driver's license; ability to drive a sports utility vehicle towing a cargo trailer a plus.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting https://www.umtownship.org/?wpfb_dl=3158 and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until position is filled.

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