

Job Posting

Who We Are:

WTVS Detroit Public Television (DPTV) is the viewer-supported PBS member station serving the nation's 11th largest television market. We operate Channels 56.1, 56.2 and 56.3, and are carried on cable and satellite systems throughout Southeast Michigan and over a thousand communities in Canada. We also operate WRCJ 90.9 FM, the classical and jazz radio station licensed to the Detroit Public Schools. Our vision is to educate, entertain and inspire, in partnership with our community.

DPTV is notably active in the community producing local programs that showcase arts, culture, news and analysis; and educational outreach campaigns that use the power of media to provide knowledge and understanding.

Detroit Public TV is built on relationships, and fosters the relationships it has with employees. We are committed to providing a creative and professional work environment with comprehensive benefits to support a positive work environment. We strive to maintain a diverse workplace representing the communities that we serve.

We are actively pursuing dynamic and diverse team members to join us in the role of Chief Operating Officer in Wixom, MI.

What You'll Do:

Reporting to the Chief Executive Officer (CEO), the Chief Operating Officer (COO) will oversee the strategic and operational direction of the organization. This position will provide leadership and transparency to the strategic planning process and will act as a liaison to the Board of Trustees. As a member of the Executive Management Team, the COO is responsible for developing, implementing and managing the operational aspects of the annual budget and ensuring the commitment of the organization to its mission, vision and values. The COO will lead the Local and National Productions, Technical Operations, Media Platforms, Communications, and WRCJ radio station functions and will manage function leaders.

Essential Functions:

Strategy

- Partner with the CEO on operational and strategic planning and execution; provide strategic recommendations based on capacity analysis and projections, cost identification and allocation, and revenue and expense analysis.
- Implement and maintain a system for tracking and reporting on the progress of strategic plan implementation; ensure regular review of the strategic plan and revisions as necessary.
- Serve as a community liaison and station advocate building opportunities and relationships that will help expand the organization's ability to serve the mission.
- Publicly represent DPTV with the media and external constituency groups including community, governmental, and private organizations and build excitement for our mission.

Revenue Development

- Research and analyze local and national markets to develop and execute strategic and tactical plans to grow the production business.
- Champion the station brand and mission; develop partners; and increase awareness of station capabilities.

- Cultivate and expand existing relationships with funders and clients to secure and augment recurring revenue streams.

Operations Management

- Provide effective and inspiring leadership by being actively involved in all programs and services; earn trust, respect, and credibility through experience, confidence, mutual respect and humility.
- Lead continuous improvement efforts; identify opportunities for DPTV to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges.
- Prepare and submit an annual operating budget, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Ensure the continued financial viability of DPTV through sound fiscal management of operational budgets.
- Maintain disciplined processes driven by proven project management methods to ensure all aspects of a project to produce a service – branding, marketing and production – are coordinated.
- Oversee all aspects of productions – planning, partner development, funding, negotiating contracts, budgeting, technical requirements, logistics, etc.

Team Management

- Engage members of the management team to facilitate cross-department collaboration that ensures that solutions positively support DPTV's evolving strategy, operational delivery, and data collection needs.
- Lead, coach, develop, and retain DPTV's high-performance management team with an emphasis on developing capacity in strategic analysis, planning, and budgeting.
- Ensure ongoing development of staff through performance management, coaching, mentoring, and succession planning.

Skills:

- Demonstrated ability to increase operational capacities and develop and implement operational processes and changes associated with those processes.
- Strong focus on process and project management.
- Negotiation skills, including leading collective bargaining and negotiating production deals.
- Represent priorities and vision of management and staff as an advocate and liaison facilitating two-way communications representing multiple viewpoints.
- Track record of effectively leading a complex array of programs with the ability to leverage strengths across program areas; excellent project management skills.
- Unique understanding and experience with Network level productions and program management skills.
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills.
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management.
- Strong technical acumen; ability to understand and lead broadcast equipment operations and support Technicians and Engineers.
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed.

Qualifications:

- Bachelor degree in Business, Communications, or related field.
- Master's degree in Business, Communications, or related field strongly preferred.
- 10+ years of experience and a track record of success in a leadership role.
- 10+ years of experience in large scale production planning including: technical operations planning, production budgets, project logistics and partner negotiations.
- 15+ years in video production experience including a significant time in a leadership role.
- 15+ years of experience in business development; including writing proposals, presenting, and asking organizations and individuals for support and donations.
- 5+ years of experience in union negotiations preferred.

Physical Demands

Individual must be able to:

- Type, and sit behind a desk for extended periods of time
- Work in the field under a wide range of climate conditions
- Look at video, computer screens, printed documents
- Occasional drive and/or travel on company business

Work Environment

Individual is exposed to a typical office setting with computer equipment and a TV studio or on-location site with some related business travel both within the US and internationally.

What You'll Get:

- Excellent benefits package that includes 403(b) employer match, medical, dental, vision and much more.
- Opportunities to participate in personal and professional development programs.
- Opportunities to serve our mission and community.
- Great work environment.

How to Apply:

Send resume and cover letter to:

HumanResources@dptv.org

Human Resources

WTVS Detroit Public Television

1 Clover Court

Wixom, MI 48393-2247

*No telephone calls or third parties. Please include the title of the position in the subject line of the email.

Posting Date: 4/15/2016

Detroit Public Television is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability status, marital status, military status, or protected veteran status. Employment decisions at Detroit Public Television will be based on merit, qualifications, and abilities. The specific statements above are not intended to be all inclusive.