



JOB OPENING NOTIFICATION

POSITION Documentary Writer/Assistant Producer
ISSUED January 28, 2020
CLOSE Until Filled
LOCATION Oklahoma City, Oklahoma

Write content for OETA's award-winning arts and culture documentary program *Gallery America* to include package intro scripts, promo scripts, SEO content, social media content, and blogs as well as assist with research for the award-winning history documentary series, *Back in Time*. Submit closed caption scripts prior to program premiers and post all programs online immediately after they premiere on OETA. Upload all video-recorded interviews for transcription. Upload produced arts segments to the PBS MMG service. Assist in equipment upkeep and inventory. Develop, set-up and manage a video archive system and help get all older programs online adhering to FCC Guidelines. Assist with shoots and editing as needed for both *Back in Time* and *Gallery America* and other duties as assigned.

PRINCIPAL RESPONSIBILITIES

This position will work closely with the producers of *Gallery America* and *Back in Time*. Primary responsibilities will be to write any needed content for *Gallery America*, a monthly program with a locally produced, natural sound only package that accompanies other pre-produced segments downloaded from the PBS MMG service. The selected candidate will also assist the *Gallery America* producer on field shoots and scheduling shoots, keep social media pages current with program topic headers, written updates, photos from field shoots, and live-streams for spontaneous, informative and fun behind-the-scenes posts. Will work closely with the PBS MMG system to upload locally produced *Gallery America* content for system-wide sharing. Candidate must be able to assist with conducting research on historical Oklahoma stories for *Back in Time*, develop and execute a system to archive video and post older programs onto the OETA website, assist with shoots as needed and other duties as assigned.

PREFERRED QUALIFICATIONS

Must have the ability to make difficult decisions under pressure and remain open to adjustments, including last-minute changes; excellent editorial judgment and writing skills; strong organizational and planning skills with ability to prioritize, take initiative and communicate effectively to accomplish team goals; effective time management; ability to anticipate and effectively solve problems. Work experience with professional video shooting and editing along with basic computer skills required. Interest in and knowledge of Oklahoma arts, culture, and history preferred. A passion for storytelling appreciated. Bachelor's degree in journalism or related field preferred. Competence in internet and social media applications, AVID editing equipment and desire for continuing professional development will be viewed favorably. Must be able to lift 30lbs and have a valid Oklahoma driver's license.

COMPENSATION

Salary up to \$34,000. 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 or email to employment@oeta.tv. Applications are available online at OETA.tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

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