



JOB OPENING NOTIFICATION

POSITION Vice President of Production
ISSUED September 6, 2019
CLOSE Until Filled

The Oklahoma Educational Television Authority (OETA) announces the opening of the full-time position titled VICE PRESIDENT OF PRODUCTION located in Oklahoma City. The most qualified candidates will be contacted for an interview.

RESPONSIBILITIES

- Supervises the documentary department, news department and production department.
- Responsible for four local productions and special productions periodically.
- Responsible for supervision of all election coverage, local, statewide, and national.
- Develops long-term plan for program topics at least one year in advance.
- Develops production and ancillary publicity elements for local productions.
- Serves as an integral member of the senior management team.
- Conducts administrative duties for personnel in documentary, news, and production departments.
- Responsible for all hiring, terminations, and retirements; ensure compliance with applicable state and federal laws.
- Responsible for maintaining handbook and other documents as required.
- Other duties as required.

QUALIFICATIONS

- Degree in finance, accounting, business management, or other closely related field is required.
- Minimum 5 years' experience in a content production including a supervisory role.
- Knowledge of State of Oklahoma history, arts, and culture is a plus.
- Ability to establish and manage administrative procedures.
- Experience supervising a diverse team of creative people.
- Experience in television studio operations.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with management team, OETA's Board of Directors, and other staff
- Passion for OETA's mission
- Ability to lift up to 30lbs and have a valid Oklahoma driver's license.

COMPENSATION

Salary \$64,000 per year. 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.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.