

## TELEVISION PRODUCER JOB DESCRIPTION

<b>Position:</b>	TELEVISION PRODUCER	<b>Department:</b>	TELEVISION BLONG VANUATU
<b>Key Result Area</b>		<b>Description</b>	
1. Planning		<ul style="list-style-type: none"> <li>• Develop concepts for television productions, outside events and stage productions. This includes budgets.</li> <li>• Undertake research on topics related to the television production</li> <li>• liaise with internal and external stakeholders to strengthen television productions</li> </ul>	
2. Key Roles		<ul style="list-style-type: none"> <li>• Create engaging and relevant content for television;</li> <li>• Take charge of the entire process of defining; requirements, visualizing and creating contents using photos, videos, graphs including illustrations, logos and, layouts;</li> <li>• Artistic works must capture the imagination of the consumers and ensure they understand the message behind the production;</li> <li>• Your works need to inspire and attract the target audience using a local flair;</li> <li>• Stay up to date with laws relating to copyright, privacy, contempt and defamation along with advances in technology;</li> <li>• Liaise with internal and external stakeholders to develop appropriate and relevant television content for VBTC;</li> <li>• Capture studio-quality photographs and video;</li> <li>• Work both on and off-site;</li> <li>• Manage, Monitor, control and oversee relevant technical aspects of video recording and editing;</li> <li>• Work with our creative and marketing teams;</li> <li>• Follow the company's brand guidelines;</li> <li>• Present to senior management;</li> <li>• Develop an overall video brand messaging strategy</li> </ul>	
3. Revenue Opportunities		<ul style="list-style-type: none"> <li>• Work to identify revenue opportunities via artistic work</li> <li>• Work within the limitations of the budget as set by management</li> </ul>	
4. Relationship Management		<ul style="list-style-type: none"> <li>• Must be a Team player</li> <li>• Build strong relationship with both internal and external stakeholders</li> </ul>	
4. Reporting		<ul style="list-style-type: none"> <li>• Monthly report to the Executive Producer TBV</li> <li>• Regular report of impact assessment</li> <li>• Report achievement of targets</li> </ul>	

### Key Performance Indicators

1. **Accuracy & Timeliness** - Pay attention to detail including checking the facts of content to ensure it is accurate and reliable. Meet deadlines and expected revenue targets.
2. **Commitment to work** – Show interest and enthusiasm for the job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC policies.
3. **Initiative** – Completes work independently with little or no supervision; identifies any problems on the job and solves them or speaks up about it.
4. **Teamwork** – Displays initiative and teamwork between staff and management.
5. **Quality of Reporting** – Provide quality reporting by impact assessments for improvement.
6. **Innovation & Creativity** - Demonstrates innovation and creativity in relation to content ideas and productions.
7. **Schedule** - Content is scheduled accurately and intelligently.
8. **Promotional material** - Promos of content and station are produced and broadcast appropriately.

### Qualifications, Skills and Experience

A minimum of 2 years proven work experience in video production or any other related field.

- Demonstrable production skills with a strong portfolio
- Proven interest and experience in artistic works with a strong local flavour
- Excellent verbal and written communication skills
- Strong Interpersonal & Media skills
- A valid driver's license is desired but not mandatory
- Proficiency in written and spoken Bislama, English and/or French is essential
- Proven enthusiasm, confidence and Perseverance
- Ability to interact, communicate and present ideas
- Up to date knowledge of industry leading software and technologies Proficient in Final Cut Pro X, Adobe After Effects (In Design, Illustrator, Dreamweaver, Photoshop etc)
- Highly proficient in all production and design aspects
- Professionalism regarding time, costs and deadlines
- Creative thinker
- Knowledge and a good understanding of motion graphics is preferred.
- Basic computer literacy
- Excellent written and verbal communication