

Job Title	Supervising Producer
PVN ID	HC-1509-000755
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Center for Puerto Rican Studies
Status	Full Time
Annual Salary	\$42,000.00 - \$53,000.00
Hour(s) a Week	35
Closing Date	Jan 21, 2016 (Or Until Filled)

General Description

The Centro Media Team/Video department is seeking a highly skilled Supervising Producer. We're looking for responsible individuals to work with our team of creative professionals to develop high-end videos and multimedia content in support of our mission. The Supervising Producer will oversee all the production process from the Pre-Production to the Post-Production of some projects that we are currently producing.

Responsibilities:

- Create content for different types of media (web, TV, film, etc.)
- Coordinate the activities of writers, producer, editors, and other personnel throughout the production process.
- Monitor post-production processes in order to ensure accurate completion of all details.
- Compose and edit scripts.
- Revise scripts of other producers.
- Conduct meetings with staff to discuss production progress and to ensure production objectives are attained.
- Perform manage activities such as scheduling and planning process of the production.
- Supervise the collection of releases and other copyright materials.
- Provide recommendations to producers regarding technical aspects of television programs, segments and documentaries.
- Develop/create program look and style through post-production techniques.
- Supervise and train staff, in technical operations.
- Develop/create programs as a producer with a creative team of segment producers, editors, etc.
- Conduct other tasks given by Centro's Director.

Other Duties

Qualifications

Bachelor's degree required, Master degree preferred.

- At least three years of directly related full-time equivalent experience.
- Experience in a video production
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- The ability to concentrate on a task over a period of time without being distracted.
- Managing one's own time and the time of others.
- A working understanding of Final Cut and/or Adobe Premiere.
- Experienced with audio recording and monitoring equipment.
- Strong knowledge of video ingest and logging process, transcoding, formats and standards.
- Ability to prioritize and manage numerous projects and complete them within a given time frame.
- Must be able to think creatively to solve unique problems on the fly.
- Knowledge of both English and Spanish. Other requirements:
- Communicate effectively, both orally and in writing.
- Operate standard office equipment.
- Lead and train staff and/or students.
- A high level of stress tolerance (e.g., deadlines, multiple priorities, technical demands).
- A high level of self-motivation and attention to detail.
- Comfort with working as members of a team and being accountable to other team members.
- The ability to work flexible hours, including overnight, early mornings, weekends and/or holidays.

To apply: Forward cover letter, link to your professional reel, resume and contact information for 2 professional references via e-mail to José de Jesús, Associate Director for Operations, Center for Puerto Rican Studies, Hunter College, CUNY at jdejesus@hunter.cuny.edu The subject line of the email should read: *Supervising Producer*. Telephone inquiries: (212) 772-5706