



Episode Producer (TV Western on Rogers)

Summary:

TV Western (the show) runs on Rogers Cable from September to May and the Producer's main responsibilities are planning and coordinating all aspects of the show. They work closely with Reporters, Videographers and Editors to ensure that the show episode is in line with tvWestern.ca editorial, quality and interest guidelines. The Producer is responsible for one episode every 3 or 4 weeks.

Time: 10-12 hour per week.

Accountabilities:

- Outline program to be produced to Production Director, Reporters and Editors and create show outline
- Coordinate various aspects of production, such as audio work, scenes, music, timing, camera work, and script writing
- Cast principals from staff members or outside talent.
- Review production to ensure objectives are attained.
- May coordinate production details to produce individual stories on campus, or from locations distant from the campus
- May obtain costumes, props, music, or other equipment or personnel to complete production.
- Ensure content being aired complies with Rogers and tvWestern.ca policies and programming standards
- Collaborate with external groups in creating content for tvWestern.ca as well as acquiring content
- Perform other essential duties as assigned

Qualifications:

- Current UWO Student
- Experience leading in a team environment
- Ability to complete assignments and give direction
- Knowledge of television/video production process is essential
- Group facilitation skills and computer skills
- Ability to lead, organize and inspire others
- Ability to initiate, exercise sound judgment to solve problems and plan thoroughly