



# **EXPECTATIONS OF THE EXECUTIVE PRODUCER**

## **POSITION REQUIREMENTS:**

- \* Membership in CBTV for one full year prior to applying
- \* Schedule for Advanced TV classes both semesters
- \* Commit a minimum of ten hours a week to the position
- \* Attend meetings after school and special meetings off campus
- \* Exceptional Leadership and Communication Skills

## **OVERALL RESPONSIBILITIES:**

- \* Create a Program style and look, reflective of the student population of CBHS.
- \* Schedule, preside over, and conduct all Aftershock class meetings.
- \* Attend weekly Executive Board meetings with Executive Director and President.
- \* Schedule segments and duties for all members of the Advanced TV class with Executive Director.
- \* Coordinate and guide the efforts of all producers.
- \* Counsel with other producers regarding their duties and responsibilities.
- \* Evaluate the performance of the Aftershock Producers monthly.
- \* Follow up daily with producers.
- \* Plan, coordinate, and implement weekly Producer Meetings.
- \* Create, arrange, and organize a rundown for all CBTV programming.
- \* Serve as an Expert in all things dealing with CBTV programming.
- \* Promote energetic activity when dealing with producers and crew members through the display of enthusiasm.
- \* Inform the advisor of any and all conflicts as soon as a conflict presents itself.
- \* Act as a leader for CBTV in and out of class.
- \* Hold yourself and everyone else to the highest standards and accept nothing else.