Direct and coordinate activities of personnel engaged in preparation of television station and internet program schedules and programs, such as meetings and events.

Job Duties and Tasks for: "Program Director"

- Create and check program logs.
- Confer with production staff and Communication Committee to discuss issues such as production and programming.
- Coordinate activities production crew and the township.
- Develop promotions for current programs and special events.
- Direct and coordinate activities of personnel engaged in broadcast of all programming.
- Establish work schedules and assign work to volunteers.
- Evaluate new and existing programming for suitability and in order to assess the need for changes.
- Monitor and review programming in order to ensure that schedules are met, guidelines are adhered to as set by the Communications Committee and Program Director.
- Perform personnel duties such as attracting and training volunteers in all aspects of television production.
- Plan and schedule programming and event coverage based on broadcast length, time availability, and other factors such as community needs.
- Act as a liaison between talent and directors, providing information that performers/guests need to prepare for appearances, and communicating relevant information from guests, performers, or staff to directors.
- Develop budgets for programming and broadcasting activities.
- Develop ideas for programs and features that a station could produce.
• Operate and maintain on-air and production equipment.

• Prepare copy and edit programs so that material is ready for broadcasting.

• Review information about programs and schedules in order to ensure accuracy and provide such information to local media outlets as necessary.

• Select, acquire, and maintain programs, music, films, and other needed materials, and obtain legal clearances for their use as necessary.

• Ensures program quality for broadcast by deciding whether program is technically acceptable.

• Confers with Communications Committee in the development of station goals, policies and procedures.

• Ability to engineer production systems and install and program all equipment

• Scripting, Storyboarding

• Operate video cameras

• Direct multi-camera productions

• Technical Director

• Graphics

• Special Effects

• Excel