

RECRUITMENT PROFILE – EXECUTIVE PRODUCER – IN THE LIFE

THE CLIENT

In The Life is a national television series in a newsmagazine format that reports on gay and lesbian issues and culture. Sponsored by WNET/Channel 13, New York, *In The Life* is produced by In The Life Media, Inc. (ITLM), a nonprofit 501(c)(3) member-supported educational project, dedicated to presenting positive images and accurate information about the gay and lesbian community. Established in 1992, ITLM is governed by an 11-person Board of Directors. It has an 11-person production and administrative staff in New York with a 2004-5 operating budget of \$1.5 million.

In The Life is America's only nationally televised gay and lesbian cultural newsmagazine dedicated to chronicle the history and contemporary experiences of the gay and lesbian community. Nominated three times for an Emmy Award, ITLM is broadcast on over 130 public television stations nationwide, including all of the top 20 viewer markets, reaching close to one million viewers per episode.

THE POSITION

The Executive Producer reports to the Executive Director. S/he supervises a staff of five, including a producer, post-production supervisor, associate producer, production coordinator and production assistant. In addition, the Executive Producer has oversight responsibility for all freelance producers and editors, as well as production interns. The Executive Producer is responsible for the following:

- Programming of the *In the Life* series and other ITLM productions.
- Production of the *In the Life* series, series promotions, the media components of InthelifeTV.org, video components of fundraising campaigns and any other ITLM productions.
- Management of and adherence to the annual programming and production budget.
- Creation and implementation of production policy and guidelines.
- Hiring, supervision and management of full-time production staff.
- Approval of shoots and travel, scripts, rough cuts for on-line edit and final on-line edit of programs.
- Ensuring completion of products according to production deadlines.
- Working with WNET/Thirteen and American Public Television to strengthen ITLM's relationships with them and to create programming in accordance with their guidelines.
- Working with other departments to accomplish organizational goals, including fundraising and community relations.

PROFESSIONAL REQUIREMENTS

The successful candidate will have a minimum of 5-7 years of broadcast production experience that includes field work and the ability to manage a motivated team of professionals. Expertise in the following areas is required: producing documentaries/episodic series for broadcast television; keeping production on deadline and on budget; knowledge of Public Television producer guidelines and programming; proven ability in supervising producers and production staff; strong writing skills, including script writing; knowledge of the day-to-day business of television, from pre- to post-production; familiarity with DVD Studio Pro, Final Cut Pro, Pro Tools and Microsoft Office Programs. The candidate should have a strong commitment to the issues facing the lesbian and gay community.

PERSONAL CHARACTERISTICS

The ideal candidate will possess a combination of creative and business skills necessary to improve the look and content of *In The Life* programming. S/he must be able to multi-task and must show evidence of a strong interest in the major issues facing the gay and lesbian communities. An entrepreneurial spirit and a shared leadership style are important. Energy, enthusiasm and a commitment to quality are essential for success.

COMPENSATION

The client is offering a competitive salary appropriate for the size and scope of this New York-based organization as well as a comprehensive benefits package.

OPPORTUNITY

This position offers a dedicated individual the opportunity to change society through educational programming on issues of vital interest to the LGBT community. Joining ITLM, as it prepares for growth and expansion in the next two-three years, the Executive Producer can have a major impact on public opinion and on our national dialogue surrounding these issues.

CONTACT

Joe McCormack, Managing Partner
McCormack & Associates
10061 Riverside Drive, Suite 890
Los Angeles, CA 91602

Tel 323.549.9200 - Fax 323.549.9222
Email search@mccormackassociates.com
Online www.mccormackassociates.com

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