

*Minimum starting requirements**Education and general knowledge:*

It is impossible to lay down specific requirements. There is room for specialization; the knowledge and aptitudes required for producing a humorous variety show or the coverage of a regatta or track-meet are quite different from those necessary for producing an opera or a classical tragedy. Preferably university degree in arts and science, drama or music, etc. Broadly speaking a good general education, reinforced by training in one or more of the fields of entertainment and information and experience.

Specific working knowledge:

Practical experience of some field of entertainment education, information or business desirable; plus general working knowledge of studio and microphone characteristics. Appreciation of suitable standards of speech.

Where and how acquired:

May be acquired by previous experience or during trainee period.

Age limits and other physical factors:

25-45 years of age.

*Minimum additional working knowledge to be acquired on job**Minimum time to learn:*

6-9 months.

Practice time to reach minimum proficiency:

1-2 years.

} Very difficult to define time limits depends on previous experience and individual ability.

JOB SPECIFICATION

Position: Supervising Producer

Salary Group No. I

Division: Program (TV)

Regular working hours: Not Limited

Functions:

Under direction of the TV Program Director and in consultation with the appropriate National Program representatives, plan and organize the production of television programs within his field, e.g., drama, variety, public affairs, sports, features, etc., and on occasion direct programs personally.

Job content:

1. Plan and organize television productions within assigned field.
2. Supervise the production staff and apportion budgets for programs from allocation received from the Program Director.
3. Plan and co-ordinate internal and external arrangements for programming within the assigned field, in consultation with local TV Program Director and National Program representatives.