

Charisma Group

Job Description

JOB OVERVIEW

JOB TITLE Executive Producer

JOB PURPOSE

Oversees Editorial planning, Innovation of the show, format development in addition to content sourcing and content production.

DUTIES & RESPONSIBILITIES

- Implements the strategy of the show and conducts daily/weekly editorial meetings with the content team.
- Implements guidelines and approves GFX and Music of show to ensure the details fall within the show's format vision.
- Contributes to define the qualifications of the presenter.
- Selects reporters, directors, and crew members to work on the television shows.
- Interviews industry professionals to determine their fit for a position.
- Follow up with the Senior Production Manager to draw up contracts for crewmembers.
- Follow up with the Senior Production Manager on the budget necessary to start the project.
- Ensures that all expenses stay within that budget in coordination with the Senior Production Manager.
- Approves or denies all requests for materials, props, additional time, and additional crew.
- Schedules time frame for completion of contract.
- Oversees day-to-day Content production to ensure that the editorial is within the format of the show.
- Resolves any problems or interruptions in content production.
- Reviews and approves the finished product to determine its quality and readiness for release.
- Assists in overseeing the marketing and promotion of the final product.
- Organizes and runs meetings with industry artists and professionals.
- Represent the company in front of all parties involved in the show.
- Contributes in the social media development of the show
- Devises ideas for future projects and collaborations.
- Studies Audience base to analyze target market.
- Attends all related events to the show.

QUALIFICATIONS

- Bachelor's Degree in film, television, music, or journalism. OR 10 years of Experience as Executive producer.

KNOWLEDGE & EXPERIENCE

- Have a proven track record in recognizing and interpreting broadcast TV trends in the Factual and Entertainment sectors.
- 10 years of experience in the industry (film, TV, music, etc.) is required.
- Demonstrates knowledge of current media market trends.

SKILLS & ABILITIES

- Demonstrates strong leadership skills and possess the spirit of teamwork environment.
- Communicates clearly and effectively.
- Strong problem-solving skills.
- Maintains professional demeanor.
- Exhibits familiarity with industry standards.
- Demonstrates ability to formulate a realistic budget.
- Capable of maintaining a network of industry performers and other artists.
- Exhibits ability to think both creatively and analytically.
- Possesses excellent time management and multi-tasking skills.
- Is willing and able to travel for work-related events.