



CAREER OPPORTUNITY

The **Jamaica Information Service (JIS)**, an **Executive Agency**, invites applications from suitably qualified professionals for the following position:

SENIOR CREATIVE PRODUCTION CO-ORDINATOR – TELEVISION

Job Scope

To ensure the effective co-ordination of assignments for coverage and assume responsibility as creative lead for this function, in consultation with the Senior Editor and/or Manager.

Core Functions

1. Co-ordinate assignments for coverage, and manage the deployment of technical crew, to achieve desired objectives
2. Conduct reconnaissance exercises, or assign crew members to perform same, in order to provide precise information to plan for coverage of assignments.
3. Prioritize the coverage of assignments, projecting the required resources and responding to demand, subject to available resources.
4. Direct the production of live outside and/or national broadcasts by the Prime Minister, Opposition Leader, Governor-General and other Ministers of government, to meet specified guidelines.
5. Conduct monthly review/assessment of work done by technical crew and provide feedback.
6. Act as first point of contact for video ideas from the Production Team and supervise video productions, from a technical standpoint.
7. Provide technical advice to inform the acquisition of equipment and other similar purchases for the Television Department.
8. Attend client meetings, provide summary reports and generate costings.
9. Vet, in consultation with the Senior Editor and/or Manager, the daily Magazine.

Knowledge, Skills and Competencies

- Knowledge and understanding of sound recording and studio equipment, including the use of computerised and mechanical mixing, editing and recording systems.
- Understanding of the television production environment.
- Skilled at matching production requests to in-house talents.
- Understanding and full working knowledge of broadcast standard Videography and sound recording.
- Basic knowledge of the methods, materials and techniques used in researching and writing for television programmes.

Minimum Qualification and Experience

- Bachelor's Degree from a recognized institution in Film, Cinematography, Mass Communication or equivalent qualification.
and/or
- Four (4) years of production experience in a fast-paced Media environment.

Applications along with résumés should be forwarded no later than **June 12, 2020** to:

**The Director, Human Resources
Jamaica Information Service
58a Half-Way Tree Road, Kingston 10
Email address: hrmanager@jis.gov.jm**

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.