

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 8947
Job Title: Executive Producer
Salary Grade: 24
Bureau: Bureau of Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 1011
Position I.D. 0078414
Shakman Exempt

Characteristics of the Position

General Overview

Under the general guidance of the President's office, Director of Communications or the Bureau of Administration, directs the County's videography and graphic design teams ensuring residents and key stakeholders are informed of the services provided by Offices Under the President and the Cook County Board of Commissioners. Oversees the creation, production and development of programming while maintaining the day-to-day management, overall workflow and scheduling of videography and design staff. Develops and produces multi-platform productions for the Cook County website, social media, the County cable television station and other media outlets.

Key Responsibilities and Duties

Oversees County cable television station.

Manages workflow of videography and design teams overseeing integration of mediums and ensuring consistent branding.

Develops and oversees all live and taped productions for the County website, social media, the County cable television station and other outlets.

Develops and implements programming schedule for County's cable television station.

Collaborates with all bureaus in Offices Under the President ensuring their programs and services are represented on County media channels and other outlets.

Serves as a resource and mentor to team members ensuring collaboration on the development and creation of productions.

Collaborates with all sections/team members to ensure quality product development.

Develops concepts; writes and edits scripts; shoots and edits video while integrating design and animation as appropriate.

Reviews and oversees video and design contracts and controls costs by staying within established budget limits; displays a clear understanding of financial resources and priorities; and prepares informed recommendations/ decisions regarding fiscal operations.

Monitors quality production for all programming across varying platforms.

Compiles data and prepares reports on programming and production as needed.

Knowledge, Skills and Abilities

Knowledge of public relations and proper rhetoric and knowledge of the press and media.

Strong interpersonal and leadership skills with an ability to motivate a team.

Collaborative and creative in spirit and must consistently bring new ideas on ways to inform residents of programs and services provided by Cook County.

Experience managing creative teams.

Ability to create, conceptualize, script, shoot and edit productions simultaneously while managing deadlines.

Proficiency with Avid and Premier platforms.

Excellent verbal, written and organizational skills.

Ability to integrate design and animation elements into video production.

Ability to understand and utilize social media effectively and strategically.

Ability to learn and understand Cook County Government and its operations, policies and procedures.

Ability to coordinate, manage and attend any press briefings for the County as approved by the President's communications team.

Ability to supervise the activities of staff.

Ability to handle sensitive public relations matters.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree **PLUS** a minimum of three (3) years' professional work experience in News or Promotions Production at a broadcast television station, production house or advertising agency **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Proficiency with Adobe Creative Suite.

Graphic design and animation experience.

Experience in Administration and Broadcasting.

Prior supervisory and management experience.

Professional work experience in media and/or public relations fields.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

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