

## **JOB ADVERT**

### **VACANCY- CONTENT MANAGER**

KIRK TV is a faith-based television station established to enrich the viewers holistically by addressing personal, family, faith, health, environment, youth as well as national issues. The station will be based on Biblical foundations with the close partnership of stakeholders.

The station's main aim is to impact society by entrenching values as well as advocate for environmental and national issues. The approach will be based on solid Biblical foundation and Christian values where the nature of the programming will be authentic, relevant, inter-denominational and will also have international/universal appeal.

KIRK TV is seeking to recruit a highly qualified **Content Manager**

#### **MAIN PURPOSE OF THE JOB**

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Acquires, produces, schedules, coordinates and monitors all channel content. Prepares and updates schedules, screens and acquires programs and participates in program productions.

##### **KEY RESULT AREAS OF THIS ROLE**

1. Previews and evaluates local, unsolicited independent, television programs to determine appropriateness for station usage.
2. Ensures program quality for broadcast by deciding whether program tape or film is technically acceptable.
3. Participates in program acquisition by recommending suitable programs for purchase.
4. Prepares and updates weekly/monthly program schedule by establishing program availability and determining the best time to air.
5. Ensures adherence to all regulatory requirements of a content nature
6. Responds to viewers' questions, comments and/or complaints regarding television programming/scheduling.
7. Prepares and maintains various departmental reports for submittal to supervisor such as program evaluations and preparation of audience research information; prepares and responds to various surveys such as program rating surveys.
8. Coordinates broadcast traffic and logging activities as it relates to program scheduling.
9. Develops alternatives to planned schedule; authorizes last minute changes and replaces material.
10. Participates in the development of station goals, policies and procedures.
11. Confers with promotional personell to discuss content of programs scheduled to air; determines which programs to promote.
12. Reading, researching and assessing ideas and coming up with finished scripts
13. Liaising and discussing projects with financial backers - projects can range from individual, corporate productions. Advertises, documentaries, magazines shows ad from entertainment, sports and human stories
14. Controlling the budget by allocating resources for maximum output

15. Pulling together all the strands of creative and practical / technical talent involved in the project to create teamwork and ensure the final product is a success
16. Organizing shooting schedules and running orders as well as advice the production administrator on call sheets
17. Holding regular meetings with the director and crew to discuss on production elements both the live and the non-live ones
18. Acting as a sounding board for the director and the secondary eye while in production
19. Bringing the finished production in on budget while meeting expectations including the external clients

#### **POST SCHOOL QUALIFICATIONS**

- Bachelor's degree in Broadcasting, Communications or related field
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#### **EXPERIENCE AND SKILLS**

1. Knowledge of production and broadcasting rules and regulations
2. Knowledge of broadcast scheduling techniques.
3. Skill directing/producing of live and recorded programs
4. Bachelor's degree in Broadcasting, Communications or related field
5. 7-10 years' experience in program evaluation, production, acquisition and scheduling of television programs
6. Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

#### **NB**

**Qualified Candidates to apply by forwarding their Curriculum Vitae to [info@kirktv.or.ke](mailto:info@kirktv.or.ke) by 14<sup>th</sup> October 2019**

**We do not charge any fee for receiving your CV or interviewing. Only shortlisted candidates will be contacted**