

Production Director

Connoisseur Media Maryland

Job Summary:

The Production Director assists in the creation of winning radio advertising campaigns. Works directly with the traffic, sales and programming departments to produce and distribute commercials on deadline.*

Essential Functions:

The responsibilities of the Production Director will include, but are not limited to:

- Responsible for creating and producing client commercials that achieve results, from strategic concept to finished commercial.
- Write, produce, voice, or assign production, may also produce commercial content for affiliated stations.
- Communicate directly with clients for approvals and recording.
- Engineer commercial recording sessions.
- Provide process organization between sales and programming for continuity for all commercials that air on stations.
- Maximize advancing company resources to produce dynamic commercials of all lengths.
- Maintain a library or computer files of all commercials requested by sales staff to archive.
- Perform a fill-in air-shifts, when required. May also produce PM Drive Traffic Reports
- Email client's commercials when requested by sales staff.

**This job description may be modified at any time as deemed appropriate by management.*