



7403 N. Kelley Ave., Oklahoma City, OK 73111

JOB OPENING NOTIFICATION

POSITION: Documentary Producer

ISSUED: September 5, 2025

CLOSE: Until Filled

LOCATION: Oklahoma City, Oklahoma

The Oklahoma Educational Television Authority (**OETA**) is seeking a full-time **Documentary Producer** for its award-winning documentary series, Gallery America. This role is a unique opportunity to create nine episodes per year for a long-standing program that highlights Oklahoma artists and culture. Based in **Oklahoma City**, the ideal candidate is a creative and highly organized storyteller with a passion for the arts and a keen eye for detail.

RESPONSIBILITIES:

- Enterprise and develop engaging story ideas for "Gallery America" episodes.
- Plan and schedule shoots, including all logistics and coordination.
- Write compelling scripts for documentaries, as well as package intro scripts, promo scripts, and scripts for closed captions.
- Narrate and/or provide on-camera presentation as needed.
- Create and post SEO content, social media content, and blogs to promote the series.
- Post all programs online immediately following their premiere.
- Upload all video-recorded interviews for transcription services.
- Upload produced arts segments to the PBS MMG service.
- Develop, set up, and manage a new video archive system for the series.
- Assist in getting older programs online, adhering to FCC guidelines.
- Assist with video shoots and editing as required.
- Help with equipment upkeep and inventory.
- Perform other duties as assigned.

QUALIFICATIONS:

- Proven ability to make sound decisions under pressure and adapt to last-minute changes.

- Excellent editorial judgment and writing skills.
- Strong organizational and planning skills with the ability to prioritize tasks and work proactively.
- Excellent communication skills for a collaborative team environment.
- Effective time management and problem-solving abilities.
- Experience with professional video shooting and editing.
- Proficiency with basic computer applications, internet, and social media.
- Ability to lift 30 pounds and possess a valid Oklahoma driver's license.

PREFERRED QUALIFICATIONS:

- A bachelor's degree in journalism or a related field.
- Knowledge of and interest in Oklahoma arts.
- A strong desire for continuing professional development.
- Non-linear editing experience.
- A passion for storytelling.

COMPENSATION:

\$40,000 to \$ 50,000 per year. A generous benefit package including health, leave, retirement plus much more is included.

HOW TO APPLY:

Send cover letter, application, resume, and required writing sample to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email to employment@oeta.tv. Applications are available online at www.oeta.tv or in person at 7403 N Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.