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

JOB OPENING NOTIFICATION

POSITION: Documentary Department Director
ISSUED: November 25, 2026
CLOSE: Until filled

The **Oklahoma Educational Television Authority (OETA)** is seeking a full-time **Documentary Department Director** to join our dedicated team in **Oklahoma City.** We are seeking a visionary, experienced leader to guide our award-winning documentary teams. As the creative and operational head of the department, you will oversee OETA's two flagship local series: *Back in Time*, which explores the rich tapestry of Oklahoma history, and *Gallery America*, which spotlights the state's vibrant arts and culture scene.

In this role, you will champion storytelling excellence, ensure on-time broadcast delivery, and foster a collaborative, high morale environment. You will direct daily departmental operations, balancing hands-on editorial guidance with strategic resource management, staff supervision, and cross-departmental alignment.

RESPONSIBILITIES

- Direct all phases of writing, shooting, editing, and post-production for *Gallery America* and *Back in Time*, upholding OETA's standards for journalistic accuracy, visual creativity, and technical excellence.
- Partner closely with producers from initial pitch and research through scripting, field production, and final delivery, reviewing rough cuts and scripts to provide actionable creative direction on pacing and narrative arc.
- Ensure all programming aligns with OETA's public media mission and deeply resonates with Oklahoma audiences.
- Supervise the Documentary staff, including producers, videographers, and editors - managing daily assignments, work schedules, attendance, and timesheet approvals.
- Conduct annual performance evaluations and provide ongoing coaching, constructive feedback, and professional development opportunities.
- Partner with OETA leadership and Human Resources to address personnel matters and lead departmental recruitment, screening, and interviewing to attract top creative talent.
- Develop and maintain annual production calendars, establishing milestones, anticipating equipment or staffing needs, and tracking progress toward programming commitments.
- Participate in departmental budgeting, capital equipment planning, and workflow optimization to improve production efficiencies.
- Provide executive leadership with regular updates on departmental milestones, capacity and potential scheduling risks.
- Serve as the primary liaison with other OETA departments to coordinate post-production workflows, broadcast schedules, and program delivery.
- Collaborate with marketing and digital teams to ensure timely delivery of promotional scripts, on-air promos, stills, graphics, and social media assets that drive audience awareness and engagement.

REQUIRED QUALIFICATIONS

- Bachelor's degree in journalism, filmmaking, broadcasting, or a related field.
- 5+ years of experience as a visual storyteller in documentary, broadcast, or long-form video production.
- 3+ years of supervisory experience with proven team leadership and project management skills.
- Demonstrated ability to shoot video with a strong creative eye and proficiency in non-linear editing platforms.

PREFERRED QUALIFICATIONS

- Experience in script writing, photography, and graphic production.
- Background in creating and managing promotional social media content.
- 5+ years of supervisory experience with proven team leadership and project management skills.

Please provide a link to samples of your work (demo reel/portfolio).

COMPENSATION
Salary ranges from $50,759 to $66,000. A generous benefit package including health, leave, retirement, and more is included.

HOW TO APPLY: Send cover letter, application, and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501. Applications can be submitted online at www.oeta.tv or in person at 7403 N Kelley Avenue, Oklahoma City. Please provide professional references.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.