

WASHINGTON STATE DEBATE COALITION EXECUTIVE PRODUCER JOB DESCRIPTION

Each election cycle, the Washington State Debate Coalition (WSDC) organizes debates for high-profile political races to help inform the voting public on Election Day. The WSDC is a creation of Seattle CityClub, an organization whose longstanding values include a commitment to civility in convening civic conversations, a commitment to nonpartisanship, and providing direct access to leaders to hold them accountable to the public. The WSDC strives to lead with these values in its own efforts.

The Role of Executive Producer in the 2022 Debates

This year, the WSDC plans on convening three (3) general election debates—one for the U.S. Senate race, one for the 8th Congressional District race, and one for the Washington State Secretary of State race. The Executive Producer for these debates will be responsible for overseeing the creation and execution of—in partnership with the WSDC’s premier media partners and the WSDC steering committee—multi-media productions of all three debates (the Productions).

For the purposes of this job description, “multi-media” means television, radio, online streaming, or any other broadcast medium or tool reasonably determined by the WSDC steering committee and the Seattle CityClub board of directors. The Productions will be overseen by the WSDC steering committee in cooperation with the organization’s premier media partners.

The EP may hire a production company and any contractors to perform services related to the Productions, as long as each PC or contractor is preapproved by the WSDC steering committee.

Scope of Work of the EP

The EP role includes planning and execution of the Productions. The scope of work of the EP includes, but is not be limited to the following:

- Act as the project manager for the debate broadcasts, with Coalition oversight, which includes:
 - Ensuring high production value across all broadcasts,
 - Ensuring maintenance of project budget,
 - Assisting in the selection of venues and/or liaising with selected venues,
 - Recruiting and managing production crew members, contractors and volunteers,
 - Writing scripts for the broadcasts, assuring proper credits for sponsors and debate hosts,
 - Coordinating with moderators and the WSDC steering committee, including vetting and finalizing questions sourced by talent, premier media partners, and the general public,
 - Managing production logistics with media members and debate hosts, such as set up, truck placement, rehearsal and production schedules, cable runs, media and “green room” designation and setup, and security,
 - Managing all aspects of broadcasts at debates, including distribution and delivery in correct format to all media members, and
 - Holding “post mortems” after each debate to analyze results and ensure best practices going forward
- Execute the vision, branding and values of the Coalition (e.g. branding consistency in graphics package);

- Serve as primary liaison to the Coalition’s media members, venues and candidates or their representatives;
- Execute in-kind contributions from media members, debate hosts, and independent contractors;
- Coordinate broadcast and streaming schedule with all media members and ensure compliance with broadcast commitments; and
- Participate in negotiation of debate formats and selection of moderators with media members and candidates / campaigns.

Required experience/what the WSDC is looking for

- Producing multi-camera high-production value live TV programming
- Working with journalists from an editorial standpoint
- A team-oriented approach to engagement and a bias for action

Compensation

As a nonprofit organization, Seattle CityClub and the WSDC seek to fairly compensate an executive producer partner who shares the values of each organization.

To Apply: Please email resume and three references to cityclub@seattlecityclub.org. Please reference the job title in the subject line.