

Broadcast Producer Interview Questions

1. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

2. What kind of experience do you have writing and editing news stories from information collected by reporters and other sources?

3. What is the most challenging part of coordinating the activities of writers, directors, managers, and other personnel throughout the production process?

4. What is the key to success when communicating with the public.

5. Share an experience you had in dealing with a difficult person and how you handled the situation.

6. Tell me how you organize, plan, and prioritize your work.

7. Share an experience when you applied new technology or information in your job. How did it help your company?

8. Give me an example of when you thought outside of the box. How did it help your employer?

9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

10. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

11. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

12. Please share an experience in which you presented to a group. What was the situation and how did it go?

13. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

14. Share an experience in which your ability to consider the costs or benefits of a potential action helped you

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choose the most appropriate action.

15. Provide an example when your ethics were tested.

16. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

17. Provide a time when you dealt calmly and effectively with a high-stress situation.

18. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

19. Tell me about the last time when you hired directors, principal cast members, and key production staff members. How did you know who to choose?

20. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

21. Name a time when your patience was tested. How did you keep your emotions in check?

22. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

23. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

24. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

25. Share an example when you effectively performed management activities such as budgeting, scheduling, planning, and marketing.

26. Walk me through how you would select plays, scripts, books, or ideas to be produced.

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27. What factors do you consider when determining production size, content, and budget, establishing details such as production schedules and management policies?

28. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

29. Describe methods you have found useful to review film, recordings, or rehearsals to ensure conformance to production and broadcast standards.

30. Provide an example of when you were persistent in the face of obstacles.

31. Have you ever composed and/or edited scripts or provided screenwriters with story outlines from which scripts can be written? Share an example.

32. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

33. What is the most challenging part of negotiating with parties, including independent producers and the distributors and broadcasters who will be handling completed productions?

34. How often do you conduct meetings with staff to discuss production progress and to ensure production objectives are attained?

35. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

36. Name a time when you determined and directed the content of radio programming.

37. Share your approach when negotiating contracts with artistic personnel, often in accordance with collective bargaining agreements.

38. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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39. What have you found to be the best way to perform administrative duties, such as preparing operational reports, distributing rehearsal call sheets and script copies, and arranging for rehearsal quarters?

40. Describe an experience where you had to resolve personnel problems that arose during the production process by acting as liaisons between dissenting parties.

41. Share an example when you successfully developed marketing plans for finished products, collaborating with sales associates to supervise product distribution.

42. Name a time when you planned and coordinated the production of musical recordings, selecting music and directing performers.

43. How do you stay up to date regarding knowledge of minimum wages and working conditions established by unions or associations of actors and technicians?

44. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

45. Would you consider analyzing data or information a strength? How so?

46. How and where do you obtain and distribute costumes, props, music, and studio equipment needed to complete productions?

47. How do you know to select news content that is relevant and important to viewers? Share an example.

48. How difficult is it to schedule guests to appear on shows? Share an example.

49. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?