

Program Arranger Interview Questions

1. Walk me through how you would supervise and coordinate the work of camera, lighting, design, and sound crewmembers.

2. What kind of experience do you have directing live broadcasts, films and recordings, or non-broadcast programming for public entertainment or education? Share an example.

3. What have you found to be the best way to confer with technical directors, managers, crew members, and writers to discuss details of production, such as photography, script, music, sets, and costumes?

4. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

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

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

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

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

11. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

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

13. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

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

15. 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.)

16. Share an experience in which your willingness to lead or offer an opinion helped your company.

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

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

19. 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.)

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

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

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

23. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

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

25. How do you plan details such as framing, composition, camera movement, sound, and actor movement for each shot or scene? Share an example.

26. What is the most challenging part of studying and researching scripts to determine how they should be

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directed?
27. Name a time when your creativity or alternative thinking solved a problem in your workplace.
28. What methods have you found effective to communicate to actors the approach, characterization, and movement needed for each scene in such a way that rehearsals and takes are minimized?
29. Provide an example when your ethics were tested.
30. Walk me through how you collaborate with film and sound editors during the post-production process as films are edited and soundtracks are added.
31. Describe ways you collaborate with producers to hire crewmembers such as art directors, cinematographers, and costumer designers. What seems to work the best?
32. What is the challenging part of establishing pace of programs and sequences of scenes according to time requirements and cast and set accessibility?
33. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
34. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
35. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
36. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)
37. What process have you found effective when identifying and approving equipment and elements required for productions, such as scenery, lights, props, costumes, choreography, and music?
38. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

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39. Tell me how you choose settings and locations for films and determine how scenes will be shot in these settings.

40. Describe an experience where you consulted with writers, producers, or actors about script changes, or "workshop" scripts, through rehearsal with writers and actors to create final drafts. What did you find most helpful?

41. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

42. Do you have any experience cutting and editing film or tape to integrate component parts into desired sequences? Share an example.

43. Share an effective approach to hold auditions for parts or negotiate contracts with actors determined suitable for specific roles, working in conjunction with producers.

44. What is the hardest part of conferring with stage managers to arrange schedules for rehearsals, costume fittings, and sound/light development? Have you found an effective way?

45. Walk me through how you select plays or scripts for production, and determine how material should be interpreted and performed.

46. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

47. How much time do you spend promoting and marketing productions by giving interviews, participating in talk shows, and making other public appearances?

48. What kind of experience do you have performing producers' duties such as securing financial backing, establishing and administering budgets, and recruiting cast and crew? Share an example.

49. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

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

51. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

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