

GREGORY BLACK

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OPERATIONS MANAGER leveraging over 10 years of experience within the telecommunications industry to successfully oversee the timely and quality completion of production objectives, deliver cable programming services to local communities, and ensure compliance with FCC standards. Detail-oriented researcher with a proven history of conducting in-depth research to stay ahead of ongoing industry trends, safeguarding a competitive edge within a saturated market. Steadfast leader adept at serving as a key mentor to interns and new hires, instructing individuals on best practices and company policies.

AREAS OF EXPERTISE

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|--------------------------|-----------------------|-----------------------|
| ✓ Television Programming | ✓ Team Leadership | ✓ Community Outreach |
| ✓ Film Production | ✓ Vendor Partnerships | ✓ Consumer Engagement |
| ✓ Operations Management | ✓ Project Management | ✓ Digital Marketing |
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PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

Bloomfield Township Cable & Community Relations Department **2010 – Present**
Operations Manager, Cable & Community Relations **2020 – Present**

- Served as an Interim Operations Director, completing essential functions such as designing production schedules, planning in-studio recordings, preparing quarterly newsletters, and creating outreach strategies that utilized press releases, social media posts, and the Township website to drive community engagement.
- Ensured the strict adherence to FCC and Birmingham Area Cable Board compliance requirements.
- Directed the successful revamping of the production van, acquiring new state-of-the-art equipment.
- Applied negotiation skills to secure a five-year client contract that provided additional job security to staff.
- Coordinated with the IT team to effectively live-record municipal meetings across six communities.
- Led the completion of staff onboarding procedures, managing tasks such as recruiting, interviewing, hiring, and training to establish a high-performing team that achieved optimal workflow production.

Senior Production Specialist & Equipment Coordinator **2014 – 2020**

- Oversaw a 15-member production crew in creating public and government programming, utilizing project management skills to direct and edit content while ensuring the achievement of budget and deadline goals.
- Championed the development and implementation of a new Internship Program, coordinating with local universities to obtain students within the industry; effectively augmented internal workplace operations.
- Applied industry expertise to deliver strategic insights that enhanced programming practices and drove consumer engagement, facilitating research to maintain a comprehensive knowledge of ongoing trends.
- Played a critical role in the execution of community outreach strategies, assisting with the management of all social media content in the overall objective of expanding into new client markets.
- Leveraged advanced communication skills to establish key industry networks, creating strong partnerships with third party vendors to acquire key cost-effective equipment, staff, and resources for production.

Part-Time Cable Worker **2011 – 2014**

- Coordinated directly with talent to collect required release forms and provide resources and information necessary for the successful completion of in-studio production operations.
- Supervised the appropriate care of production equipment by handling all set up and break down processes on set, safeguarding the overall quality of technical tools.

Volunteer **2010 – 2011**

- Completed essential tasks to assist with achievement of production deadline objectives, effectively serving as an editor, camera operator, technical director, audio and replay engineer, and graphics operator.

Preservation Bloomfield Board of Directors

2020 – Present

Secretary

- Served as Secretary, completing essential functions in regard to records and minutes.
- Served as Promotions Committee lead.

Film Lecturer

2014 – Present

Local Libraries

- Present a local Oscars preview each winter at numerous libraries.
- Present other programs related to film history such as the History of Horror Films 1896 – Present Day.
- Present film screening and conduct Q&A with audience.

EDUCATION

Bachelor of Science (BS), Electronic Media & Film Studies

Bachelor of Arts (BA), Creative Writing

Eastern Michigan University