

## **Vacancy Announcement**

**Production Director/Engineer**  
Information Technology Office  
Federal Judicial Center  
Washington, DC 20002-8003

The [Federal Judicial Center](#) (Center) is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies.

The Information Technology Office organizes, supports, and manages the Center's technology activities. The Center seeks a Studio Production and Engineer as part of the Studio and Live Production team to deliver quality media services.

### **DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Studio & Live Production Lead, and working with the Chief Engineer, the Production Director/ Engineer directs all phases of studio, field, and remote productions and provides daily maintenance of broadcast level studio facilities.

Duties include:

#### **Production Directing**

- Analyzing project scope; recommending production strategies and approaches; contributing to writing, editing, and finalizing scripts.
- Scouting and selecting production locations, setting schedules, and establishing production personnel requirements; recommending selection of talent; obtaining necessary approvals; and recommending other artistic and technical elements for programs.
- In collaboration with Center staff, directing production personnel on all types of video productions and podcasts; rehearsing and directing actors and non-professional talent; selecting and placing cameras, lights, microphones, and other equipment; selecting camera angles; and determining length of time of each shot and scene; directing special visual effects.
- Final editing of audio and video programs and podcasts.
- Serving in various production capacities for programs directed by others.
- Advising and training staff on production techniques, editing or any other aspect of production work.
- Occasional travel may be required.
- Performs other duties, either as assigned or on the incumbent's initiative, that are necessary for regular or special projects undertaken by the office.

**Engineering**

- Assist in the installation, maintenance, and repair of production equipment.
- Perform routine inspections and preventative maintenance on studio systems.
- Troubleshoot and resolve technical issues with cameras, audio equipment, video switchers, and automation systems, sometimes under pressure.
- Assist in the setup and operation of studio and remote productions.
- Ensure proper functionality of studio lighting, power systems, and cabling.
- Maintain and troubleshoot IT networks and workstations related to the studio facility.
- Support integration of new equipment and software updates into the production workflow.
- Assist in managing inventory and spare parts for technical equipment.
- Document system configurations and maintenance records.
- Interpret wiring schematics.
- Work with production teams to ensure smooth studio operations.
- Provide technical support for live production environments.
- Stay updated on emerging broadcast technologies and industry best practices.
- Assist in training staff on proper equipment use and troubleshooting procedures.

**MANDATORY QUALIFICATIONS:**

- An undergraduate degree.
- Five years' experience with professional video production equipment, networks, and software.
- Experience directing studio and field productions.
- Ability to prioritize projects and keep commitments.
- Possess strong organizational skills.
- Attention to detail in system maintenance, cabling, and equipment setup.
- Experience with video and audio editing and direction of professional actors.
- Ability to lift 30 lbs.
- Ability to work on 16' ladder.

**DESIRABLE QUALIFICATIONS:**

- Ability to trouble shoot hardware and software issues in a live broadcast environment.
- Ability to bring creative concepts to life through innovative media.
- Possess self-initiative and desire for continuing professional growth along with the acquisition of new skills and expertise.
- Demonstrated success aligning creative strategies with client needs, time constraints, and goals.

**SALARY AND BENEFITS:**

The starting salary is set at \$86,169 (includes 2026 D.C. locality). This position falls in the Center's pay band 4, which has a salary range up to \$156,297. For a successful candidate not currently a member of the Center staff, a higher starting salary, not to exceed \$90,478 (includes 2026 D.C. locality) may be considered if the candidate furnishes proof that their current salary falls above the pay band 4 minimum salary of \$86,169 (includes 2026 D.C. locality), in which case the Center would match that salary up to the starting salary limit of \$90,478. This is the maximum starting salary, and it is non-negotiable. If the successful internal candidate's salary falls above the range minimum, that salary will be matched up to their current salary.

Federal government benefits are applicable. An array of supplemental benefits is also offered, including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The FJC is in the Thurgood Marshall Federal Judiciary Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center, a health fitness facility, and a cafeteria for its tenants.

The Federal Judicial Center offers a range of telework and flexible work schedule options based on the employee's position categorization. This position requires working at the Marshall Building on a regular schedule and permits some telework. When business needs arise, all Center employees are required to work at the Marshall Building. The Center does not pay for relocation expenses; however, Center employees receive reimbursement for all official business travel.

This position does not carry the tenure rights of positions in the competitive civil service.

**APPLICATION PROCEDURES:**

In a brief cover letter referring to Announcement #26-02, please summarize how you satisfy the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment and responsibilities for all related positions. **A cover letter and resume in a single combined PDF document is required.** Name the file using your last name, first name, and the announcement number, as follows: Lastname.Firstname.26-02.pdf. Information provided in the transmittal email will **not** be considered part of the application.

All applications should be submitted by email to [personnel@fjc.gov](mailto:personnel@fjc.gov).

When applying, please refer to Announcement #26-02. This vacancy will remain open until filled, but **to assure full consideration, your application must be received by 11:59 p.m. on February 17, 2026.**

**KEY REQUIREMENTS:**

- Selectee must be a United States Citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.
- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

*The Federal Judicial Center is an Equal Opportunity Employer and is committed to achieving a diverse workforce and an inclusive work culture. It strives to maintain a professional and collegial workplace in which everyone is valued and treated fairly and respectfully.*