

JOB INFORMATION

Job Code	OC31
Job Description Title	Dir, Media Production
Pay Grade	MC14
Range Minimum	\$91,900
33rd %	\$116,410
Range Midpoint	\$128,660
67th %	\$140,920
Range Maximum	\$165,430
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Media Services

JOB SUMMARY

Directs the media production group and provides overall vision, leadership, and management of the media production group in the creation and use of large scale media projects.

RESPONSIBILITIES

- Consults with senior University leaders to identify and develop large-scale instructional and broadcast projects.
- Conceives and develops initiatives which meet the University's and the College's strategic goals.
- Directs the unit's creative and technological development.
- Manages the unit budget and monitors and maintains a high level of service quality.
- Promotes the implementation of creative and technological advancements across campus.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Communications, Broadcasting, Film or Television Production, or related field	And	8 years of	Experience in the development and production of media projects.	

Substitutions Allowed for Experience	Yes
<i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i>	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of creative and technological advancements in media production.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.

