



**JOB INFORMATION**

Job Code	OC33
Job Description Title	Mgr, Media Production
Pay Grade	MC12
Range Minimum	\$69,490
33rd %	\$88,020
Range Midpoint	\$97,290
67th %	\$106,550
Range Maximum	\$125,090
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**

Manages and oversees the technical aspects of various media productions and information and technology services in support of faculty and/or University outreach efforts.

**RESPONSIBILITIES**

- Provides guidance in the identification, evaluation, recommendation, design, development and deployment of film, broadcast and instruction technologies.
- Collaborates with others on necessary technologies to create instructional or outreach media projects.
- Maintains the studio physical plant to national broadcast standards by staying up-to-date on complex media techniques, equipment and processes
- Serves as a consultant on issues related to media production support including (but not limited to) broadcast and internet and digital multimedia.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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, Television Production or related field	And	7 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 various technical and creative multimedia advancements

### 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.

