# Manager, Multimedia Production

**FLSA Status:** Exempt
**Pay Grade:** 20
**Job Title ID:** 182000
**Job Series/Job Family:** Instructional Technology Series / Instructional Development Services Family

## Reports To

Director, Instructional Development Services

## Job Purpose

To supervise the production of video projects to support the instructional and marketing needs of ACC; assures projects meet ACC standards and client needs.

## Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

***Required***

1. Plans, develops, and manages video projects; consults with internal and external clients to define project goals, communications concepts, scope, theme, audio and visual elements, budget, timeline, and priorities; analyzes problems and implements solutions according to Department guidelines.
2. Evaluates project complexities, goals, and technical components; assigns and prioritizes projects.
3. Supervises and provides technical leadership and guidance to Television Production Specialists; ensures compliance with policies and regulations, and that all issues are addressed and resolved; troubleshoots production problems and evaluates work quality of subordinate staff.
4. Analyzes client request and conceptualizes creative solutions; writes and composes proposals, scripts, and storyboards; reviews proposals with client to develop appropriate project approach.
5. Coordinates and performs pre-production activities such as schedules, shot sheets, crew assignments, talent acquisition, location scouting, set design, graphics preparation, and rehearsals.
6. Hires and assigns studio personnel as needed, ensuring compliance with policies and regulations.
7. Coordinates and performs technical setup of studio, including set design and construction, props and wardrobe, lighting, and electronics.
8. Plans, directs, shoots and edits video productions; supervises crewmembers during studio and location production; performs duties of director, audio technician, camera operator, or grip as needed to assure production quality.
9. Supervises and performs post-production activities, including scene selection, editing, graphics, special effects, music selection and scoring, and media conversion and duplication.
10. Meets with clients to evaluate the effectiveness of finished products.
11. Researches and makes purchase recommendations for video production and postproduction equipment and software.
12. Tracks budgets and accounts for project expenditures; submits reports as required.
13. Performs administrative duties; composes reports and maintains files and records.

## Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Current principles and practices of video production technology and applications in an educational environment.

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- Video production equipment, techniques, and quality standards.
- Supervisory principles, practices, and methods.
- Project planning and management principles.

## Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Budget preparation, legal requirements and standards, and expense control.
- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Assessing project needs, and developing and promoting effective solutions.
- Producing, directing, writing, shooting, and editing video productions.
- Producing quality programs from concept to completion.
- Operating a variety of video studio equipment safely and competently.
- Assessing and prioritizing multiple tasks, projects, and demands.
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- Establishing and maintaining effective working relationships

## Computer Skills

***Required***

- Demonstrated proficiency using standard office software applications, and specialty computer graphics software application packages.

## Physical Requirements

***Required***

- Occasional lifting of objects up to 20 lbs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment and in a video production studio.

## Work Experience

***Required***

- Three years broadcast television or video production work experience including one year supervisor experience.

***Preferred***

- Work experience in broadcast television or video production in an educational institution.

## Education

***Required***

- Bachelor's degree in cinema-television, communications or related field.

## Licenses/Certifications

***Required***

- Valid Texas driver's license.

## Safety

***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.