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## Auburn University Job Description

|              |                              |             |                      |
|--------------|------------------------------|-------------|----------------------|
| Job Title:   | <b>Dir, Media Production</b> | Job Family: | No Family            |
| Job Code:    | <b>OC31</b>                  | Grade 37:   | \$68,700 - \$114,500 |
| FLSA status: | Exempt                       |             |                      |

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### 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.

### Essential Functions

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

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Minimum Required Education and Experience

|                          | <u>Minimum</u>           | <u>Focus of Education/Experience</u>  |
|--------------------------|--------------------------|---|
| <b>Education</b>         | Four-year college degree | Degree in Communications, Broadcasting, Film or Television Production, or related field |
| <b>Experience (yrs.)</b> | 8                        | Experience in the development and production of media projects.                         |

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions 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.

### Minimum Required Knowledge

Knowledge of creative and technological advancements in media production.

### Certification or Licensure Requirements

None Required.

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## Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/5/2012

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