
Auburn University Job Description

Job Title: **Mgr, Media Production**

Job Family: No Family

Job Code: **OC33**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

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.

Essential Functions

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

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.

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>
Education	Four-year college degree	Degree in Communications, Broadcasting, Television Production or related field
Experience (yrs.)	7	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 various technical and creative multimedia advancements

Certification or Licensure Requirements

None Required.

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
