Title: Producer/Director

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, plan, direct and coordinate the production of programs and media productions for educational purposes through the use of various mediums (e.g., television, video, etc.).

Characteristic Duties

- Work with faculty in planning, developing scripts, video taping and editing television programs.
- Responsible for set design, lighting and audio recording for both studio and remote video taping.
- Assist in teaching classes in television and media production use.
- Coordinate activities such as program scheduling, studio set preparation, engineering, camera-operating and handling of audio and video equipment.
- Inform faculty and technical personnel on project status and recommend adoption of policies and procedures.
- Write status reports and prepare budget recommendations.
- Supervise staff in the production of television programs, assigns tasks and instructs personnel
- Order art work and graphics to be included in television programs.
- Prepare and monitor project timetable and budget.
- Perform analysis for clients.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in broadcasting or communications or related field. Experience must be in broadcasting or communications or related field. Some positions may require at least (1) year of supervision experience.