Title: Production Manager

Pay Scale Group: 14

Essential Function

Under general supervision from a designated administrator, provide support and management of production and computer equipment and facilities.

Characteristic Duties

• Provide video production support for faculty and students and set up hardware in production facilities.

• Supervise access to and monitor daily activities of studios, laboratories, and classrooms.

• Schedule, distribute, and secure production hardware.

• Assist CCMIT department with management and maintenance of Macintosh computer labs in electronic media.

• Install, troubleshoot, and recommend various software programs in support of managerial and production applications.

• Assist in special audio and video production projects.

• Oversee equipment storage and maintenance.

• 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 one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in an audio/visual environment. Experience may also require at least one (1) year supervision.

Last updated: May 2007