Title: Technical Production Manager

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, supervise and direct comprehensive audio-visual service programs including the distribution and scheduling of equipment and materials.

Characteristic Duties

- Manage a centralized media services program
- Provide instructional support using a variety of media.
- Provide technical specifications and consultation for purchase of media services equipment and supplies.
- Provide instructional design consultation.
- Develop media center policies and procedures.
- Manage budgetary and financial affairs of the media center.
- Provide direct supervision to non-exempt staff.
- 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 years experience. Experience must be in media services and media design and may also require one (1) year supervision. Some positions may require a FCC license.