**Manager, Multimedia Production Standard Job Description**

**Classification Title:** Manager, Multimedia Production

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Multimedia Production Manager, under direction, plans, manages, and develops video projects, to include schedules, parameters, and milestones.

**Essential Duties and Responsibilities:**

**40% Video Production and Editing**

* Plans and facilitates studio, field-based, and live video production including camera operation, editing, set and lighting design, and audio production.
* Makes technical decisions on appropriate lighting, shooting angle, placement, and type of microphone.
* Edits and assembles final visual/audio materials.
* Ensures consistency and monitors technical quality of end products.
* Creates videos suitable for multiple media outlets, including web and mobile devices.

**20% Equipment and Staff Oversight**

* Oversees the security, operation, upgrade, and maintenance of equipment.
* Supervises production staff.

**10% Resource Management and Scheduling**

* Balances creative requirements with schedules, budgets, and resource limitations.
* Meets post-production goals and deadlines.

**10% Video Asset Organization**

* Organizes and maintains video assets.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in studio and/or live video production, including some related supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**