**Multimedia Production Specialist I Standard Job Description**

**Classification Title:** Multimedia Production Specialist I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Multimedia Production Specialist I, under general supervision, supports development of multimedia and dynamic media projects. Provides video production services and media project support.

**Essential Duties and Tasks:**

**40% Creative Content Production**

* Produces, records, directs, publishes, and edits promotional, commercial, and/or news videos.
* Designs and constructs lighting arrangements for studio and location video productions.
* Designs and constructs set pieces and props for studio productions.
* Sets up and operates cameras, lighting units, microphones, and other equipment for field production.
* Performs video post-production tasks including logging footage, creating rough cuts, and revised and final versions of video clips.

**20% Project Management**

* Prioritizes, organizes, and schedules work assignments and projects.
* Conceptualizes and coordinates content and design services.
* Supports development and production of visualization projects.
* Maintains University image identity standards.

**20% Asset Management**

* Maintains and organizes all video assets. Assists with archiving footage.
* Evaluates products and services for quality standards.
* Remains knowledgeable about video editing software, studio technology, and production equipment.

**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:**

* No prior experience required.

**Required Licenses and Certifications:**

* None.

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

* Ability to multitask and work cooperatively with others.
* Ability to conceptually understand instructional needs and translate them in multimedia designs.
* Excellent written communication, analytical, interpersonal, and organizational skills.

**Additional Information**

**Machines and Equipment:**

* Computer
* Cameras
* Other Camera and Lighting Gear

**Physical Requirements:**

* Must be able to carry, lift, push, pull moderate weighted object.
* Position requires loading, unloading, setting up, striking, and/or moving of heavy equipment.

**Other Requirements and Factors:**

* Work outside of standard work hours, including evenings and weekends to complete assigned duties.
* Travel may be required.
* 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?**

[x]  **Yes**

[ ]  **No**