

Job Description

Position Title: Assistant Media Producer

Job Family: Media and Digital Media Production

Job Type: Professional - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 05

Position Summary:

The Assistant Media Producer will work with the Digital Media Producer in the Center for Learning Technology (CLT) to support the production of video content for PimaOnline master courses and other modalities as requested. The Assistant Media Producer will assist the Digital Media Producer on production shoots, aid with the completion of finalized content, assist in inventory control, and will perform other support duties as assigned.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assists in video pre-production, production, and post-production both in the field and in the Media Lab, supporting the Digital Media Producer.
2. Assists the Digital Media Producer in the analysis of the instruction and communication requirements to determine the appropriate media, delivery methods and sequencing of content.
3. Creates and manages multiple concurrent project timelines and deliver high quality digital media within set deadlines.
4. Assists Digital Media Producer in research, selection, and integration of professional video equipment.
5. Designs and creates graphics to be incorporated in video production.
6. Works closely with the Digital Media Producer to create rough-cut and final drafts, utilizing Adobe Creative Suite including Premiere Pro and After Effects.
7. Assists in the inventory, tracking and maintenance of studio and field equipment. Maintains general upkeep and maintenance of the production studio.
8. Keeps current with rich media techniques, emerging technologies and latest web trends.
9. Generates and analyzes data of video equipment performance.
10. Assumes the responsibilities of the Digital Media Producer in their absence ensuring continuous operation and maintaining the same levels of standards and efficiency.
11. Assists the Digital Media Producer in the hiring process of student employees.
12. Assists the Digital Media Producer in training student employee in all aspects of video production and post-production through hands-on demonstrations, providing training resources, and giving feedback.
13. Creates and edits video subtitles complying with ADA standards.

14. Participates in special projects as necessary.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge of project management principles
4. Knowledge and application of various instructional methodologies
5. Skill in effective communication (both written and oral)
6. Skill in organization, coordination, and management
7. Ability to adapt to a rapidly changing technical environment
8. Ability to operate relevant equipment required to complete assigned responsibilities for the position
9. Ability to work with independently as well as in a team environment

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a video or media production related field required
 - One (1) to Three (3) years of related experience with all phases of media production, including pre-production.
 - Three (3) to Five (5) years of related experience preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check required
- DMV Check/Current and Valid AZ Driver's License
- On call rotation duties as necessary
- Works some evenings and weekends