Position Description

Report Run Date: Aug 4 2016 4:45PM

Position Number: 02016377

Dept: IET ACADEMIC TECHNOLOGY SVCS - 061417

Position: PRODUCER-DIRECTOR

Approved Payroll Title Code: 6214

Approved Payroll Title: PRODUCER-DIRECTOR

Approved MSP Salary Grade: 

Approved PSS Salary Grade: 0

POSITION DETAILS

Job Summary: Under supervision of the Managing Producer Director, work with IET Academic Technology Services staff and University clients to provide audio, video, and multimedia services to the UCD campus and UC Davis Health System. May work directly with clients in the design and execution of productions and assists in the preparation of production cost estimates and project scope definition. Trains student employees and assigns duties.

Campus Job Scope: Academic Technology Services, a department of Information and Educational Technology, provides graphic, photographic and audio/video production support to meet the educational, research and public service needs of the University. IET Academic Technology Services provides a broad range of production and technological services for the instructional and non-instructional communication media needs of faculty, staff and students.

Department Specific Job Scope: 

Positions Supervised: NA

Essential Responsibilities: 50% MEDIA PRODUCER/DIRECTOR

Produce and/or direct audio, video and multimedia productions for IET Academic Technology Services clients. Typical Tasks Include: Project Manage small format schedule/recordings and performs audio/video recordings of classroom instruction, special events and seminars following department's established procedures and guidelines. Work with clients to develop pre-production plans including project scopes and production budgets. Coordinate the pre-production
planning, audio and video recording, graphics production, editing, duplication and delivery of the production. Scout remote locations to determine equipment needs, camera and microphone placement, and lighting and audio requirements. Work with other ATS staff as requested on professional productions/projects and operates professional video production equipment including broadcast video cameras, lighting equipment, audio mixers, encoding stations, and digital editing systems. Create simple graphics, titles and image manipulations using PowerPoint, Photoshop and After Effects software. Assist in establishing, coordinating and maintaining recording schedules, production methods, and billing information.

40% ON-LINE CONTENT DEVELOPER
Produce online presentation modules for instruction and outreach clients. Typical Tasks Include: Record audio and/or video of location or studio presentations. Compress recorded materials and edits them to produce finished online Adobe Presenter/Captivate modules. Use screen capture software like Captivate and Camtasia to record video segments from desktop to include in Presenter modules. Create graphics, titles and images using PowerPoint and imaging software. Complete production scope and estimates. Complete workload indicators, milestones, billing and other required paperwork.

10% ASSOCIATED POSITION RESPONSIBILITIES
Perform additional duties in support of Academic Technology Services. Typical Tasks Include: Train students to assist with small format recordings and productions. Assist with on-going support of eLearning Studios. Train faculty/users of the studio on technology and best practices for studio, green screen and audio recordings. Assist with ISDN audio recordings and broadcasts with faculty and professional media organizations. Assist with equipment inventory and participates in the short- and long-range planning for production facilities, including the budget process for purchasing equipment for all areas within the position responsibilities. Schedule and direct student employees.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. The employee is occasionally required to sit, climb or balance; and stoop, kneel, crouch, or crawl.

Physical Demands:
The employee must occasionally lift and/or move up to 70 pounds of equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Current/valid driver's license and subject to DMV's Pull Notice System.

Travel throughout the state with occasional overnight stays. Work occasional overtime to meet production requirements and deadlines.

Work Environment: UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html

Background Check: Yes

QUALIFICATIONS

Minimum Qualifications:

- Experience using professional studios, field video cameras, audio recording equipment, and lighting and grip equipment.

- Experience producing content using Captivate, Camtasia, Adobe Presenter or similar applications to produce online/hybrid content

- Experience performing professional video and audio production/post-production techniques, including editing of digital audio, operating cameras and non-linear digital equipment.

- Skill to correct/repair minor malfunctions in production equipment.

- Skill to communicate effectively both verbally and in writing.

- Experience with the use of computer software programs for documentation, record keeping and email.
-Skill to observe and follow all safety practices and use all furnished safety items and equipment.
-Experience interacting with faculty and staff to determine goals for scheduling and production needs.

**Preferred Qualifications for Selection:**
-Experience with advanced video and digital media systems
-Skill to work independently and as part of a team
-Excellent communication skills with the ability to create and present oral presentations to large and small groups

**Expectations**
-Independently follows projects through to successful completion with a high degree of quality.
-Maintains current knowledge of state-of-the-art media technologies and their applications.
-Maintains competency in a rapidly advancing industry.
-Establishes priorities, organizes tasks, and directs effective implementation of tasks in a demanding work environment.
-Applies organizational skills and has self-motivation necessary to maintain and upgrade personal knowledge and skills regarding assigned functions and tasks.
-Serves as an advocate for a diverse campus constituency and effects change without polarizing those holding divergent views.
-Instructs others effectively.
-Tactfully communicates and interacts diplomatically with clients and vendors using excellent communication (oral, written, presentation, documentation) and interpersonal skills.
-Displays advanced organizational and analytical skills.
-Accountable for the safekeeping of resources in the employee's care and custody and follows and implements the cyber-safety guidelines.
-Learns the campus' policies and procedures for business practices.
-Demonstrates commitment and support of the UC Davis Principles of Community.