

Position Description

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JOB ID:	8596
Position Number:	02006574
UC Path Position #	40228220
Dept:	IET ACADEMIC TECHNOLOGY SVCS - 061417
Position:	Video/Audio/AV Events Supervisor
Approved Payroll Title Code:	6077
Approved Payroll Title:	DIGITAL COMM SPEC 4
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP24
POSITION DETAILS	
Job Summary:	Under general direction from the Instructional Media and Creative Services Manager, evaluate and coordinate the day-to-day video, audio, and AV event production activities for Academic Technology Services (ATS), a division of Information & Educational Technology (IET). This position consults with campus stakeholders such as faculty, staff and colleagues to determine media requirements, develop production budgets, scripts and schedules, and produce and direct video/audio productions and online media content. Supervisory duties include assigning and approving production tasks to the professional and student staff, and assisting department management on policy, personnel, and budgetary issues. This position provides critical leadership to the campus' media production and AV event service as it directly supports, and creates content for, instruction, research, and public service.
Campus Job Scope:	This position is the "face" of video, audio, and AV event production on the UC Davis campus.
Department Specific Job Scope:	This position works with a high degree of decision-making autonomy and has a broad campus impact as it supports media production applications used by the entire population of student, faculty, staff, and university affiliates.
Positions Supervised:	Sr. Producer/Director 3.0 FTE Producer/Director 1.0 FTE Students (Varies: 2-4)
Essential Responsibilities:	35% LEADERSHIP & SUPERVISION Provide departmental and campus leadership in managing the day-to-day operations of the Video/Audio/AV Event Unit. Directly supervise Video, Audio & AV Event Services staff, including handling personnel processes, timesheets, performance management, cross-training and professional development.

Foster teamwork, responsibility, and accountability; promote staff collaboration with other units.

Support staff to ensure high production quality and effectiveness; supervise staff's interaction with clients to determine and meet needs and deadlines.

Develop and maintain a client-centric business environment, facilitating a philosophy of constant improvement both in service delivery and in staff skills.

Enforce University safety programs; ensure compliance with campus personnel policies.

Participate in leadership meetings and major departmental decisions.

Provide mentoring, coaching, and role modeling to direct reports.

Monitor employees' use of equipment.

30% PRODUCTION OF AUDIO/VIDEO AND MULTIMEDIA PROGRAMS

Oversee and/or produce audio, video and multimedia productions for ATS clients.

Meet with clients to determine project needs, develop pre-production plans including project scope, production budget and production schedule.

Develop outlines, write scripts, and prepare shooting scripts and shot lists.

Work with clients to identify resources available and additional resources needed.

Assign projects to appropriate staff or initiate audio/video recording, graphics production, post production editing, and distribution of the end product.

25% OVERSIGHT OF OPERATIONS OF VIDEO/AUDIO/AV EVENT UNIT

Establish workload distribution and maintain a project managed tracking system.

Establish, coordinate, approve and maintain recording schedules, production methods and procedures for Video/Audio/AV Events Group.

Develop contractual agreements and copyright clearances for production group.

Complete all aspects of project management including project scope, planning, estimating, resource management, project tracking and reporting.

Assist with forecasting operating expenses, capital equipment needs, new programs, additional staffing, and facility improvements.

Responsible for verification and reconciliation for payments of invoices. Provide and maintain business records.

Work directly with unit manager during budget preparations and fiscal budget closing cycles.

Prepare documentation for recharges and submit to the Business Operations Unit (BOU).

Prepare justifications and business plans for purchase of new production equipment.

Review completed projects to ensure quality standards are met.

10% CUSTOMER RELATIONS/MARKETING

Build and maintain a positive and professional relationship with all clients, faculty,

	<p>staff and outside vendors.</p> <p>Build the business through networking and planned marketing efforts.</p> <p>Tactfully resolve problems with both staff and clients, keeping management apprised of any problems and resolutions that were implemented.</p> <p>Escalate problems to the next levels of management when needed.</p> <p>Review completed projects to ensure quality standards are met.</p> <p>Develop and implement marketing strategies that inform the campus about the services provided by the Video/Audio/AV Events group.</p>
Physical Demands:	<p>While performing the duties of this job, the employee is required to:</p> <ul style="list-style-type: none"> - use hands to finger, handle, feel, and manipulate intricate audio and video production equipment - stand, walk, reach with hands and arms when on a video production - talk/hear through a headset or headphones - sit, climb or balance; and stoop, kneel, crouch, or crawl, sometimes in tight areas, to set and secure equipment and cables when on production - lift and/or move video production equipment weighing up to 40 pounds - work at a computer and view display screens for long periods of time - have adequate vision to operate and properly focus camera systems - have adequate hearing to operate and monitor sound systems and audio.
Work Environment:	<p>The position requires a current/valid driver's license and is subject to DMV's Pull Notice System.</p> <p>Occasional travel throughout the state with overnight stays required.</p> <p>Must be willing and able to work overtime and variable hours, including evenings and weekends to meet production and event requirements and deadlines.</p> <p>Due to mission-critical services provided by this department, this position may frequently work hours other than Mon-Fri 8am to 5 pm.</p> <p>Vacation is restricted during peak work periods.</p> <p>Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, and report any workplace safety issues promptly to their supervisor or the designated safety coordinator.</p> <p>UC Davis is a smoke and tobacco free campus. 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.</p>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<ul style="list-style-type: none"> - Experience supervising or leading others, exercising authority, and directing outcomes. - Experience directing creative staff in the development of educational technology content. - Experience working with others to meet organizational goals, integrating client priorities within operational practices, and obtaining collaboration. - Experience using camera systems, editing systems, sound recording systems, and grip equipment to record and create industry standard, educational technology content. - Experience with media distribution systems and networks including video management systems and learning management systems.

	<ul style="list-style-type: none"> - Experience with project scope development, estimating, and project management from pre-production through distribution. - Experience using computer software programs for media production, communication, documentation, and record keeping.
Preferred Qualifications for Selection:	<ul style="list-style-type: none"> - Experience working with a diverse population of faculty, students, and staff who use technology in an academic environment. - Experience using emerging digital technologies (hardware/software) for developing online and hybrid courses. - Knowledge of information technology media industry equipment and systems, their capabilities, cost effectiveness and compatibility with other systems. - Experience troubleshooting and assisting with presentation software such as PowerPoint or other programs heavily used by the university instructors. - Knowledge of electronic, mechanical, and installation best practices & technical standards in audio, video and multimedia production. - Experience presenting information to management, peers, clients, and public groups.

Expectations

Job Expectations	<ul style="list-style-type: none"> - Read and model the UC Davis Principles of Community - Ability to handle uncertainty, ambiguity, and continuous change while continuing to support users. - Communication skills to effectively present information (oral, written, presentation, documentation). - Communication skills to understandably and effectively describe technical requirements to technical and non-technical audiences. - Support departmental goal of providing positive, innovative and effective customer service through performance of job functions. - Maintain flexibility in a continuously changing and fast paced work environment. - Ability to work independently under general direction from management, to manage workload across multiple simultaneous projects, to maintain a high level of productivity, and to meet deadlines under time constraints and continuously shifting priorities. - Willingness to learn and apply new technology and willingness to develop skills to promote professional growth. - Attendance at conferences, classes, and exhibits, involvement in professional groups and associations, subscriptions to and readership of professional literature, and other sources of learning will all be referenced in evaluating the incumbent's initiative in this area. - Accountability for the safekeeping of resources in the employee's care and custody and for following and implementing the cyber-safety guidelines. - Ability to cultivate trust and build successful working relationships with stakeholders, subject matter experts, and other relevant staff and management.
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