

RANGE N05

**JTC NO. CJC
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: **Manager, Multimedia Production**

DATE PREPARED: **Summer 2013; Fall 2013; Spring 2015; Fall 2016**

GENERAL SUMMARY:

Responsible for managing the day to day operation of the audio video division. Manage the production of various college activities through the use of audio, photographic, and/or digital equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Produces audio and visual records of college activities which may include, but is not limited to, identifying appropriate equipment, coordinating, installing and operating equipment and editing/sound mixing activities.
- Acts as a technical resource to the faculty and staff in the use of classroom technology.
- Utilizes computer technology to facilitate the use, and troubleshooting of a non-linear hard-disk based audio and video editing systems.
- Responsible for inventory of video and audio materials; maintains records and materials to determine status of missing items and replace is necessary.
- Responsible for audio/video duplication as requested, including CD-R (RW) authoring and duplication, for, but not limited to, classes, labs, events and functions etc.
- Support of all audio, video and lighting needs for the campus performance hall to support both in campus and outside vendor events.
- Maintains department records; provides information and statistics utilized to make decisions.
- Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIREMENTS:

Requires the ability to lift and carry moderately heavy equipment weighing up to 50 - 75 pounds.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus four years' experience in coordination/production of audio/video materials or Associate's degree plus six years of experience in coordination/production of audio/video materials. Must have one-year supervisory experience. Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Ability to work extended hours beyond a normal workweek including evenings and weekends. Must hold a valid driver's license in order to travel to various off-site locations. Excellent oral and written communication skills in order to communicate effectively with individuals from diverse backgrounds. Strong knowledge and experience in providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

Created 08/2013 – emm
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