Definition of Class
This is a supervisory position in which the incumbent provides videotape equipment to University departments as well as program productions for outside clients. The incumbent also coordinates the work of production staff and assists in services that are assigned by the Resource Center.

Examples of Work Performed
Coordinates the production of CRC programs or projects.

Coordinates the work of other production staff; assists in the administration of assigned Center services, photographers and editors.

Supervises and coordinates remote production activities and provides direction to appropriate staff members while filming or taping.

Advises as to feasibility of requested productions; assists in determining time and costs associated with production.
Prepares budgets and estimates for clients.

Supervises and trains assistants.

Handles billing on production projects.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates operations for production activities.
2. Supervises and trains staff.
3. Consults on the feasibility of requested productions, including time and cost estimates.
4. Responsible for and does production billing.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of
Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements for this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university in Management or a related field.

**Experience:**
Three (3) years of experience related to the above described duties.

**OR**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Experience:**
Five (5) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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