Definition of Class
This is a professional position in which the incumbent is responsible for producing a wide variety of media products. The incumbent schedules production, directs production staff, produces high quality projects within designated deadlines and budgets, and may take an active role in academic curriculum through video production training for students both in the classroom and in the field.

Examples of Work Performed
Creates documentary projects and institutional productions.
Meets production deadlines and produces a quality of final product.
Schedules the production in terms of pre-production, production and post-production.
Assists with the establishment and maintenance of an orderly equipment room.
Establishes and maintains a system for students to utilize equipment for approved projects.
Supervises and/or directs production staff (editors, videographers, student interns, and writers, etc.).
Provides video production training for students in the classroom setting and in the field.
Performs related or similar duties as required or assigned.
Ensures assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Creates documentary projects and institutional productions.
2. Schedules production and supervises and/or directs production staff.

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 of this job include close vision and color 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 regularly required to walk; and talk or hear. The incumbent is frequently required to stand; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to sit; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in Communication, Broadcasting or a related field from an accredited four-year college or university.

  AND

- **Experience:** Two (2) 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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