Definition of Class
This professional position manages and participates in the production of documentary and/or marketing-related media projects. The incumbent coordinates media productions from inception through post-production operations, serves as a team leader, provides guidance and direction to personnel, organizes assignments, establishes production schedules, determines and identifies resources, evaluates feasibility of production activities, and completes tasks and deadlines as assigned.

Examples of Work Performed
Organizes field shoots, writes scripts, supervises videographer editor, on-line editor, and other producers’ work.

Develops story ideas, researches materials and organizes story assignments.

Coordinates with outside media rights holders to insure content accuracy and production.

Produces and oversees production of motion and still graphics for integration with live-event video board presentation.

Recruits and trains students and freelancers to staff live events.

Insures the proper loading and performance of live-event materials (i.e. team intro videos, crowd hype videos, ribbon-board graphics)

Develops and suggests budgetary needs pertinent to the performance of their duties.

Supervises and coordinates pre-production and post-production operations.

Assists in the evaluation and the feasibility of production requests and recommends appropriate course of action.

Supervises and coordinates production time lines.

Supervises and coordinates quality control.

Evaluates production techniques and equipment.

Recommends quality improvements and effectiveness of productions.

Ensures assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Plans and coordinates the production of programs and/or marketing related materials.
2. Determines and identifies production resources.
3. Supervises and coordinates the activities of production personnel.

**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 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.

- **Experience:**
  Four (4) 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.

Rev. 01/21/16

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.