



Position Title:	Television/Film Producer		
Reports To:	School Director		
Department:	Entertainment and Design Technology	Job Code:	3506
Prepared By/Date:	Jennifer C. Brito/8-19-2007	Job Group:	PENC
Approved By/Date:	Barry Gordon/8-19-2007	Salary Grade:	12
Revised:	Donna French/12-13-2011	FLSA Status:	Exempt

Summary:

The Television/Film Producer provides academic support, and serves as an integral member of the school support team. The individual will work closely with faculty, students, department chairs, and the school director.

Essential Duties and Responsibilities:

- Manages labs in Film Production, Television Production, Radio Production, and Entertainment Technology, which are offered on several Campuses
- Recruits and assisting students and faculty
- Attends and participates in meetings
- Supervises part-time lab personnel and student assistants
- Develops and implements instructional programs
- Analyzes and recommends equipment needs
- Troubleshoots video/film cameras and computer hardware/software issues
- Works closely with the School Director to develop equipment tracking, maintenance, and repair schedules
- Serves on campus and college-wide committees
- Provides training for faculty and staff
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and strong proficiency in Non-linear editing systems (Avid, Final Cut Pro), Microsoft Office Suite, Internet Explorer, Adobe Photoshop, and After Effects required
- Strong commitment to serving students
- Excellent communication skills
- Ability to work a flexible schedule which may include evenings/weekends and multiple campus assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Television Production or Film Production or related field and three (3) year of industry, administrative, or teaching experience and successful experience managing personnel and projects related to the entertainment production industry

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name