



## Job Description

**Job Title: Manager, Multimedia Production**

**JTC: CJC**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for managing the day to day operation of the audio video division. Manage the set up and production of various college activities, classroom set up and informational videos.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of video hardware and software applications, studio cameras, audio mixing, intercom and wireless audio systems, video/audio recording, capture and editing, web streaming and video recording technologies and support. Knowledge of district policies and procedures.

Strong technical troubleshooting and resolution skills with the demonstrated ability to learn new skills quickly. Strong research and analytical skills for more complex issues and problems. Ability to manage multiple projects simultaneously, prioritize duties and projects with high attention to detail.

Strong collaboration, organizational and time management skills including the ability to multi-task and manage a changing workload and schedule in a wide variety of setting and situations. Demonstrated ability to shoot and edit high-quality photos, audio and video for training, information and promotional purposes.

Ability to organizes and coordinates special events, meetings, and projects and make decisions when coordinating events. Experience using appropriate use of judgment as to when to escalate difficult situations or seek guidance.

Ability to deliver professional customer service, end user training and consultation. Excellent creative skills with the ability to work independently and with a broad range of colleagues from a diverse community. Outstanding communication skills, both written and verbal. Strong knowledge and experience in providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Requires the ability to lift and carry moderately heavy equipment weighing from 50-75 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree plus three (3) years' experience in coordination and production of audio/video materials. Official transcripts are required. Must possess a current driver's license for off-site travel. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for managing the day to day operation of the audio and video division. Manage the production of various college activities through the use of audio, photographic, and/or digital equipment. Acts a technical resource to faculty and staff in the use of classroom technology and support of audio, videos and lighting needs for the campus.

Produces audio and visual records of college activities which may include, but is not limited to, identifying appropriate equipment, coordinating, installing and operating equipment. Conceptualize and create various multi-media projects for various mediums, including shooting and editing photos, audio and video.

Collaborate with team regarding the setup and troubleshooting of classrooms and major events. Responsible for the inventory of video and audio materials; maintains records and materials to determine status of missing items and replace as 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 the DCCCD and outside vendor events.

Maintains department records; provides information and uses statistics utilized to make decisions. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as required.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*