



Job Description

Job Title: Senior Manager – Media Productions

JTC: CQC

Salary Range: N06

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

Provides guidance and leadership in the delivery of services based on functional area of focus ensuring that organizational/district initiatives are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and/or district. Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and model's integrity in decisions, communication and treatment of all individuals internal/external to the college community. Protects the privacy and confidentiality of employees, students and others. Creates a work environment that embraces and appreciates diversity. Enables employees and/or students to grow and succeed through positive feedback and instruction.

Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Demonstrates an understanding of diversity and values differences. Promotes positive staff, customer and community relations by communicating organizational and departmental plans and priorities on a regular basis.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions.

Clarifies and communicates performance expectations, objectives and roles, effectively transmitting ideas, instructions and information through clear, concise written and verbal communication. Makes decisions that are based on thorough analysis of issues and uses sound judgment.



Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Must be able to provide excellent 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.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus two (2) years of related experience. Official transcripts are required. Must have experience and knowledge using advanced non-linear editing systems such as AVID Media Composer, Final Cut Pro, Adobe Premiere, plus expert-level experience with editing story-form productions. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides innovative direction and supervision in the use of complex technological resources in various Media Services productions and custom-designed video products for the District. Produces and directs video productions during multi-camera recordings of time-critical events to ensure each production is completed as requested and within assigned budget.

Proficient in the use and operation of a variety of professional video production equipment such as digital video cameras, digital switchers, audio microphones, professional lighting equipment and digital non-linear editing systems. May perform additional roles such as producer, director, editor, camera operator, lighting designer, production manager and web designer.

Assists, supports, trains and interacts daily with multiple Media Services department personnel and collaborates with clients and college personnel to discuss video production requests and establish project timelines. Media Services is tasked with serving the DCCCD locations and personnel by creating and producing numerous videos each year, fulfilling a broad spectrum of video requests.

Determines the best production equipment and tools required for video production and entails a clear understanding of the purpose or message of the video, working closely with location personnel to comply with locations procedures, rules, and regulations. Must stay informed on new digital production, which requires constant research and evaluation of new approaches to production, equipment, and techniques.

Must have excellent project and time management skills, attention to detail and organizational skills. Strong communication skills to interpret both oral and written instructions from the client(s). Video projects require the ability to listen actively and communicate clearly, not only through interpersonal interaction, but within the video itself to create the best product. Must complete required DCCCD Professional Development training hours per academic year.



Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

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.