

Ohio University – Compensation 2014
Job Family: Media Production | Career Track: Individual Contributor

Creates content and programming for a variety of media platforms including radio, television, and the Web. Delivers relevant programming to the community designed to engage listeners and viewers. Assists programs across campus in producing media content related to coursework and extracurricular activities. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE Trains and/or directs the work of student employees.</p> <p>OPERATIONS Handles routine requests for media production such as recording or filming a lecture or event and makes decisions based on understanding of department policies.</p> <p>Monitors the use and condition of equipment available for student checkout. Trains students on use of equipment.</p> <p>Conducts classroom workshops on media production equipment and practices.</p> <p>Configures, install, tests, maintains, and trains users on the University's audio visual systems.</p> <p>Maintains and repairs equipment.</p> <p>Escalates non-routine requests to the appropriate employee.</p>	<p>PEOPLE Supervises student employees and acts as an advisor for other members of the department or function.</p> <p>Works with clients to understand media production requests and projects.</p> <p>OPERATIONS Coordinates necessary resources to fulfill requests.</p> <p>Produces multimedia programming including web series, web features, video promotions, video conferencing, and web streaming for clients based on general guidance, an understanding of department policies, and experience.</p> <p>Oversees the broadcast of University programs. Produces small segments for University programs for web, radio, and/or television broadcasts.</p> <p>Develops, produces, directs, shoots, and edits media productions as assigned.</p> <p>Contributes to the development of University policies and procedures for media production.</p> <p>Recommends the acquisition of equipment that would improve the resources and abilities of the Media Production function.</p>	<p>PEOPLE Reviews the work of others to ensure that it meets quality standards and is aligned with functional strategies and client objectives.</p> <p>Advises clients on their media production needs and organizes the necessary resources to produce requested work.</p> <p>Acts as an expert resource for members of the University community as well as department colleagues.</p> <p>OPERATIONS Works independently to set day-to-day work objectives and deliver work. Work is completed and delivered with minimal review from others.</p> <p>Produces large, highly visible University programs. Develops program content and oversees the broadcast of programs on television, radio, and/or web.</p> <p>Tracks and maintains the department's equipment assets.</p> <p>May instruct classes in media production.</p>	None specified.	None specified.
Requirements	Knowledge and expertise in concepts, principles, and practices of media production typically obtained through a Bachelor's degree in media production, communications or related field and 0 to 2 years of media production experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Advanced knowledge and expertise in concepts, principles, and practices of media production typically obtained through a Bachelor's degree in media production, communications or related field and 2 to 4 years of media production experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Seasoned knowledge and expertise in concepts, principles, and practices of media production typically obtained through a Bachelor's degree in media production, communications or related field and 4 to 6 years of media production experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.		