

**Ohio University – Compensation 2014**  
**Job Family: Media Production | Career Track: Management**

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.

	Management I	Management II	Management III	Management IV	Management V
<b>Accountabilities</b>	<p><b>PEOPLE</b> Supervises and coordinates lower level staff work plans. Hires, trains, evaluates, and directs the work of employees.</p> <p>Manages a group of employees who perform related tasks. Reviews and edits the work of staff members to ensure it follows quality and consistency standards and is aligned with department policies and objectives.</p> <p>Responsible for maintaining a work culture that is customer service oriented, productive, healthy, and valuing of diversity.</p> <p><b>OPERATIONS</b> Manages production of content for programs and projects including radio and television broadcasts. Identifies stories and events and coordinates coverage of events.</p> <p>Edits copy, photos, audio, and video for articles and programs.</p> <p>Facilitates video production requests. Determines staffing and support needed to complete project. Assigns staff to project.</p> <p>Oversees the activities of area. Sets objectives, assigns work, and makes decisions related to area.</p> <p><b>BUDGET</b> Approves expenditures within assigned budget.</p>	<p><b>PEOPLE</b> Manages, delegates, and prioritizes the work plan of a unit that performs a diverse set of activities. Sets unit goals and objectives.</p> <p>Guides and reviews the work of staff members to ensure that work is aligned with the vision for the area or department.</p> <p>Responsible for establishing and cultivating a work culture that is customer service oriented, productive, healthy, and valuing of diversity.</p> <p><b>OPERATIONS</b> Develops the artistic and operational direction of area or department. Sets work objectives for staff in order to achieve the vision for the area or department.</p> <p>Researches and compiles program information to complete the monthly programming schedules. Oversees the coordination of daily broadcasts.</p> <p>Manages the production of programs with large audiences including radio and television broadcasts. Determines the style and content of a large number of programs.</p> <p>Connects with external constituents such as listeners, viewers, and the FCC. Compiles reports on audience and programming.</p> <p>May teach classes in media production or related field.</p> <p><b>BUDGET</b> Assists with the development of budgets or may develop budget for unit. Reviews and monitors budgets.</p>	<p><b>PEOPLE</b> Determines and aligns strategic goals with University and functional strategies. Directs the development of department work plans. Manages staff and sets operational objectives.</p> <p><b>OPERATIONS</b> Assists in the development of functional strategies and oversees the implementation of the artistic and operational vision.</p> <p>Facilitates and coordinates content in order to create and distribute national and local content for television, radio, online, and distance education.</p> <p>Oversees short- and long-term planning of programming across a variety of mediums.</p> <p><b>BUDGET</b> Forecasts, develops, and manages business plans and budget.</p>	None specified.	None specified.
<b>Requirements</b>	Knowledge and expertise in concepts, principles, and practices of media production typically obtained through a Bachelor's degree in media production, communications, business administration or related field and 2 or more years of professional experience including lead and/or supervisory 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.	Knowledge and expertise in concepts, principles, and practices of media production typically obtained through a Bachelor's degree in media production, communications, business administration or related field and 3 or more years of professional experience including supervision. 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.	Knowledge and expertise in concepts, principles, and practices of media production typically obtained through a Bachelor's degree in media production, communications, business administration or related field and 4 to 6 years of professional experience including significant management 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.		