

The University of Texas at San Antonio

Job Description

Job Title: Manager, Video Production
Code: 18419
Salary Grade: 63
FLSA Status: Exempt
Department/Division: Office of Information Technology/Video Production
Reports To: Director, Video Technology

Summary

- Function: To provide professional skills in the management and development of the Video Production Group to include providing direction in the area of media applications, production equipment, staff training, university initiatives, and services that support student and academic engagement through video.
- Scope: Responsible for assisting in the daily operation of the Video Production Group. This encompasses the management of staff and resources in order to ensure efficient and high quality productions and video products. To ensure that the projects supported, enhance the educational experience and engagement of students, faculty and staff.

Duties

- Typical:
 1. Provide direct assistance in the support and supervision of the operation of the Video Production Group and its projects. This includes managing the recruitment, training, scheduling, counseling and development of staff.
 2. Develops, organizes and maintains standard operational procedures and processes for the Video Production Group. Monitors and evaluates VPG service through customer contact and feedback.
 3. Assumes an advocacy role on behalf of faculty and students in campus matters related to video production and technology and participates in all relevant initiatives when feasible.
 4. Identifies opportunities for M&O cost savings or increased efficiency. Prepares project budget estimates for submission and tracks expenditures throughout the project.
 5. Manages requests from OIT Connect ticketing system for support & technical issues. Ensures a high level of client support and service.
 6. Provides research of equipment, vendors, outsource facilities, and emerging technology for the purpose of recommending purchases, vendors/suppliers and knowledge on developments in the area of video

<p>production.</p> <ol style="list-style-type: none"> 7. Plans, schedules, and develops production projects and makes project assignments. Act as consultant on inter-departmental projects. 8. Confers with departments, faculty, private organizations and commercial stations on proposed productions. 9. Plans and develops content of programs. 10. Produces and directs video recording, filming and editing of programs. Writes reports on all projects. 11. Within the scope of position duties, adhere to applicable laws, regulations, policies, and procedures set forth by The University of Texas at San Antonio. 12. Performs other duties as assigned. <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Back up to the Director on Video Production/Technology issues.

Education

Required	Preferred
Bachelor’s Degree from an accredited institution within area of assigned responsibility.	N/A
Directly related technical experience may be substituted for a degree on a year for year basis	

Other Requirements

Required	Preferred
Staff member serves as a key management team member for a department with 24x7 service requirements, and must be accessible via mobile device capable of voice and email communication (text messaging optional) during and after hours as a part of their typical job duties. A personal mobile device is an employment requisite for this position.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Six years of professional video production experience to include two years of experience at a supervisory level.	N/A
Ability to effectively manage personnel along with a demonstrated ability to effectively lead and manage successful implementations of emerging video production techniques and	

technologies.	
Experience managing initiatives using generally accepted video production practices and processes.	
Well-developed customer service skills and proven ability to develop and sustain productive customer relationships.	

Equipment

Required	Preferred
Knowledge of television, video and film production equipment.	N/A

Working Conditions

Usual	Special
Office or studio conditions, including working around stage props, equipment, etc., used in the production of television, video, film, and slide/tape programs.	Occasional exposure to outside weather conditions when working on location. Unusual working hours due to the nature of television, video, film, and slide/tape production.
Position is on-call 24/7 for technical support emergencies.	

Supervision

Received	Given
Overall review for effectiveness and efficiency.	Direct supervision of support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.