

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Production Assistant I  
Code: 8476  
Salary Grade: 55  
FLSA Status: Non-Exempt  
Department/Division: Production  
Reports To: Director of Media Production

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## *Summary*

- Function: Assist in a variety of department and/or University with various multimedia productions.
- Scope: Responsible for all aspects of media creation, including videography, graphic creations, nonlinear editing, research, and writing of media materials.

## *Duties*

- Typical:
  1. Operate a variety of equipment such as video cameras, microphones, video/sound recording, and lighting equipment.
  2. Create graphics; utilizing knowledge of computer generated graphic programs.
  3. Research and writes scripts for productions.
  4. Edit productions, using various editing systems.
  5. Assist in organizing and storing production equipment, props, tripods, and tapes.
  6. Perform other duties as assigned.
- Periodic:
  1. Attend conferences, meetings, and workshops to keep up-to-date on related professional techniques.

## *Education*

<b>Required</b>	<b>Preferred</b>
High School diploma or GED, with training in the area of television or film.	Bachelor's degree in Mass Communications, Journalism or related field.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Able to carry equipment weighing up to 50 pounds per unit	N/A
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years experience working in a video or multimedia environment.	Three years experience working in a video or multimedia environment.

***Equipment***

<b>Required</b>	<b>Possible</b>
Familiarity with standard equipment used in the production of television, film, or slide/tape programs.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Work is performed in office or studio environments, including working around stage props, equipment, etc., used in the production of television, film, and slide/tape programs.	Incumbent may experience occasional exposure to outdoor weather conditions when working on location.
	Unusual work hours may be required due to the nature of television, film, and slide/tape production.

***Supervision***

<b>Received</b>	<b>Given</b>
Work is performed under close supervision, with specific and detailed instructions given on almost all assignments.	None

***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.
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*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.