

# Sam Houston State University Human Resources

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## Staff Classification Description – Video Producer II

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N815 (E1)  
**Grade:** 14  
**Date:** 11/2014

**Department:** Academic Technology and Distance Learning

**Educational & Experience Requirement:** Bachelor's degree, with major coursework in television, film, communications, or a related field. Two years of related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Provides professional and administrative skills involved in directing and supervising the writing, production, development and other technical aspects of program productions in the area of online courses.

**Supervision Given & Received:** Works under general direction and supervises student employees and interns.

**Primary Responsibilities:** Manages workflow and production schedules for Sam Houston State University (SHSU) Online studio and special events schedules. Plans, schedules, and develops production projects and makes project assignments. Acts as a consultant on interdepartmental projects. Confers with departments, faculty, private organizations and commercial stations on proposed productions. Duties include planning, project management, collaborating with other University Communications staff including media relations, photo/video staff and student interns, production, post-production and delivery of content. Plans and develops content of programs. Conducts staff conferences in an effort to maintain high production standards. Develops quality standards on all productions. Produces and directs video recording, filming and editing of programs. Produces professional audio files for video, radio and multimedia projects. Makes recommendations regarding purchases of equipment, staff assignments, and certain operating policies. Manages training, scheduling and workload of student interns. Performs other related duties as assigned.

**Other Specifications:** Position requires knowledge of television, video and film production equipment; knowledge of professional audio recording software and familiarity with all related equipment in recording studio; and the ability to manage multiple competing deadlines effectively. Outstanding oral and written communication skills and ability to collaborate effectively are required.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**