

Sam Houston State University Human Resources

Staff Classification Description – Video Producer I

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N534 (N1)

Grade: 12

Date: 08/2016

Department: Various Departments

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

Nature & Purpose of Position: Provides technical 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 supervision with broad decision-making authority as it relates to specific functional area. Proceeds on own initiative within policy guidelines set by the Associate Vice President for Distance Learning. Supervises student employees as assigned.

Primary Responsibilities: Plans, schedules, and develops production projects and makes project assignments. Conducts studio recordings and video creations shooting b-roll. Conducts special events recordings at Huntsville and The Woodlands campuses. Acts as a consultant on interdepartmental projects. Confers with departments, faculty, private organizations and commercial stations on proposed productions. 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. Makes recommendations regarding the purchase of equipment, staff assignments, and certain operating policies. Performs other related duties as assigned.

Other Specifications: Knowledge of television, video and film production equipment. Ability to work collaboratively with university faculty and staff.

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.