

AUDIO/VISUAL PRODUCTION MANAGER

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 20

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for the overall operation and coordination of the Media Services department in accordance with policies and procedures set forth by Texas Southmost College. Oversees all technical media services for college and public events located on campus, including live AV solutions and post-production media services. Manages events within the TSC Arts Center to ensure that equipment and facilities are properly used within established operating procedures and contractual obligations. Provides learning and development opportunities for employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the operation and maintenance of all technical assets located within the TSC Arts Center, Jacob Brown Auditorium and Set B Lecture Hall.
- Determines the necessary technical arrangements needed for campus events and performances such as lighting, sound, staging, video projection, filming, and audio recording.
- Coordinates all technical production services for college events directly with faculty and staff to ensure a timely setup and accurate execution.
- Coordinates all technical production services for rental and community events located within the TSC Arts Center and Jacob Brown Auditorium directly with clients to determine proper stage configuration, equipment needs, and staffing.
- Orients facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitates the use of the technical facilities by the resident company and others engaged by or renting the facility.
- Ensures that technical crews provided by clients possess the knowledge to adequately operate technical facilities including line sets, rigging equipment, lighting and sound system within operational timelines.
- Advises production managers, lighting and sound designers on the technical specifications of the facility to ensure proper implementation of approved technical designs.
- Works closely with the Office of Finance and Administration to assess fees for equipment rentals and staffing for public events, when applicable.
- Designates and assists Media Services staff to transport, set up and operate AV equipment for college and public events, performs maintenance and minor repairs on equipment, and executes stage configuration changes in the TSC Arts Center.

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- Coordinates scheduling and pre-production of video projects and directs video production during college events.
- Plans and directs video post-production tasks including footage review, editorial decisions, computer graphics and effects.
- Collaborates with the Marketing department during college events to ensure a consistent brand experience through the use of lighting, video projection, and stage configurations.
- Collaborates with the Marketing department to ensure accurate branding and college standards are maintained within all media produced.
- Monitors the condition of all AV equipment used by the Media Services department and arranges for the repair or replacement of faulty equipment.
- Continually assesses the AV needs of the college and prepares proposals of new systems and equipment within budgetary constraints.
- Develops standard operating procedure policies for AV equipment usage and ensures compliance with said rules.
- Assists with the review of contracts for the rental and use of the TSC Arts Center and other facilities of the campus.
- Adjusts all work schedules within the Media Services department to meet the demands of the worksite.
- Handles sensitive and extensive confidential information.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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- Knowledge of professional audio systems consisting of loudspeakers, amplifiers, multichannel mixers, multiple microphones and line-level signals.
- Experience in theater management, technical operations and scheduling of programs and events with a campus or performing arts facility.
- Must be able to read technical manuals and apply knowledge.
- Ability to mix audio in a live setting while adjusting frequency and dynamics of individual channels to maximize sound quality.
- Knowledge of stage lighting, lighting consoles, channel routing, and rigging safety.
- Ability to operate digital video cameras, switchers, and online streaming equipment.
- Knowledge of post-production tasks including video and audio editing, effects, branding and file compression.
- Ability to perform minor repairs on audio, visual and video equipment.
- Ability to lead a team by example while maintaining a positive and effective work environment.
- Ability to delegate tasks and oversee workflow in order to meet deadlines.
- Ability to perform on-the-job training, instilling a “never stop learning” attitude among all staff members.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to management, public entities, and other groups.
- Knowledge of audio, visual and video equipment operation, including sound, lights, projection, and technological devices.
- Ability to perform minor repairs on audio, visual and video equipment.
- Ability to work with departments and the public.
- A strong commitment to the mission of Texas Southmost College.
- Demonstrated knowledge of principles and processes for delivering class-leading customer services.
- Demonstrated excellent oral and written communication, interpersonal and leadership skills; ability to work independently.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Budgeting principles and practices.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Experience of working effectively in a team environment with a customer service focus.
- Ability to read technical manuals and apply knowledge.

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- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Associate's degree or higher in a field pertaining to audio engineering, video production, graphic design, or electronics technology from an accredited college or university.
- At least five (5) years of experience in audio, visual and video production.

PREFERRED EDUCATION AND EXPERIENCE

- Skilled use of the Adobe Creative Suite for graphics and video editing.

CERTIFICATES AND LICENSURES

- None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas / Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have an Associate's degree or higher in a field pertaining to audio engineering, video production, graphic design, or electronics technology from an accredited college or university?
 - Yes
 - No
3. *Do you have at least five (5) years of experience in audio, visual and video production?
 - Yes
 - No
4. Are you skilled in the use of Adobe Creative Suite for graphics and video editing?
 - Yes
 - No