

The University of Texas at San Antonio

Job Description

Job Title: Producer

Code: 8415

Salary Grade: 59

FLSA Status: Exempt

Department/Division: Position available in various departments.

Reports To: In accordance with departmental policies.

Summary

- Function: To provide professional and administrative skills involved in directing and supervising the writing, production, development, and/or other technical aspects of program productions in the area of television and film.
- Scope: Responsible for the planning and scheduling of production projects and assignment of duties to staff members.

Duties

- Typical:
 1. Plans, schedules, and develops production projects and makes project assignments. Act as a consultant on inter-departmental projects.
 2. Confer with departments, faculty, private organizations and commercial stations on proposed productions. Plans and develops content of programs.
 3. Conducts staff conferences in an effort to maintain high production standards. Develops quality standards on all productions
 4. Produces and directs video recording, filming and editing of programs. Writes reports on all projects.
 5. Make recommendations regarding purchases of equipment, staff assignments, promotions and certain operating policies.
 6. Makes public appearances and addresses professional or civic organizations, workshops, etc.
 7. Performs other duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
Bachelor's degree, with major coursework in television, film, communications, or a related field.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Five years of professional experience in television, video or film production.	N/A

Equipment

Required	Possible
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.

Supervision

Received	Given
Under limited supervision with broad decision-making authority. Proceeds on own initiative with-in policy guidelines set by the director.	Assigns and schedules work of, and provides information and guidance to subordinate personnel.

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.