

The University of Texas at San Antonio

Job Description

Job Title: Senior Producer
Code: 18416
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Position available in various departments.
Reports To: In accordance with departmental policies.

Summary

- Function: To provide professional leadership and experience in developing strategic plans to leverage the use of video in support of university goals and mission.
- Scope: Responsible for the planning and scheduling of production projects and collaborating with university faculty, students and staff on the development of video-based projects.

Duties

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

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
Eight years of professional experience in television, video or film production.	N/A
Experience leading a team of production and/or communication staff.	

Equipment

Required	Possible
Knowledge of television, video and film production equipment. Ability to work with cloud based video platforms.	Knowledge of project management tools and techniques.

Working Conditions

Usual	Special
Office or studio conditions, including working around stage props, equipment, and lighting 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.
--

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.