
JOB DESCRIPTION: MEDIA PRODUCER

DEPARTMENT:	Curriculum Product Innovation	REPORTS TO:	Manager, Curriculum
JOB CLASS:	Specialist	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	10/8/2015

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Media Producer oversees the overall planning, designing, and production of multi-media content and assets to meet organizational needs). The Media Producer manages multi-media innovation, design, and research, and ensures the development and maintenance of the highest quality multi-media assets for FLVS and its clients/partners. The Media Producer assists in reviewing produced content and resources and works with vendors to produce FLVS content. The Media Producer delivers against a timeline, budget, and scope in order to recognize and mitigate risks and impacts. The Media Producer maintains regular contact with multi-media vendors and other relevant agencies with regard to industry standards and other pertinent issues, disseminating information regarding relevant standards or policy changes.

ESSENTIAL POSITION FUNCTIONS:

- Oversee planning, designing, and production of multi-media content and assets that meet the organization's needs
- Produce multi-media content and assets that meet industry standards
- Collaborate with FLVS colleagues and vendors to design and produce innovative multi-media content and assets to meet organizational needs
- Review multi-media content data, making recommendations regarding revisions
- Identify quality multi-media vendors
- Apply Project Management & Control methodologies, tools and processes to plan, track and monitor multi-media production from initiation through implementation to ensure successful delivery of multi-media content and assets within timeline, budget, scope (value) and quality
- Plan in advance of all major milestones and deliverables and drive tasks to the work plan and revise as needed to meet scope changes and organizational requirements
- Research new and innovative multi-media practices
- Coordinate and oversee vendors to ensure multi-media content and assets meet scope of work and quality standards
- Identify, document, communicate, and mitigate risks and issues providing management information of progress and escalating when deemed appropriate
- Oversee and monitor multi-media budget by tracking deliverables, resource hours, and timely/accurate vendor invoicing
- Stay current with industry trends and standards changes by maintaining professional memberships, attending conferences, and maintaining regular professional development practices

- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's Degree in Communications, Media/Film Production, or related field; or equivalent combination of education and relevant experience

Experience:

- Three' years video/audio/film production industry work

Knowledge, abilities and skills:

- Proven ability to create schedules and manage large budgets
- Proven ability to apply best practices including securing locations, final approval of video/audio manuscripts, acquiring appropriate vendor for work, hiring of on-camera or voice talent, negotiating with various vendors to ensure the best price possible and securing rights for any outside stock footage acquired.
- Proven ability to maintain product schedules and budgets
- Proven ability to work in a fast-paced, high-traffic, technology-driven environment
- Proven ability to provide creative solutions to challenges
- Knowledge of Windows 2000/XP, MS Office Suite (Word, Excel, PowerPoint)
- Knowledge of digital formats for both video and audio files
- Knowledge in implementation of copyright standards
- Ability to coordinate progress of project from production (if applicable) to post production
- Ability to procure appropriate vendor resources
- Strong negotiation skills
- Ability to meet deadlines and handle diverse tasks simultaneously using prioritization
- Strong verbal and written communication skills
- Strong judgement, problem-solving, and decision-making skillsStrong interpersonal, leadership, and motivational skills

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>

<i>message is consistently error-free; The written message has the desired effect on the target audience</i>	
INTERPERSONAL SKILLS <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	FUNCTIONAL /TECHNICAL EXPERTISE <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

PEER RELATIONSHIPS <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	CREATIVITY <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i>
SELF KNOWLEDGE <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	PLANNING <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
ORGANIZING <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	PROBLEM SOLVING <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i>
DRIVE FOR RESULTS <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.