



CAREER OPPORTUNITY

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Position Information

Posting Date: February 22, 2008
Working Title: Media Producer II or III
Reporting Unit: Media Production & Delivery, Academic Technology
Requisition Number: 13316
Salary Range: \$3,469/month - \$5,201/month (Level II)
\$4,050/month - \$6,075/month (Level III)
Hiring Range: \$3,469/month - \$4,046/month (Level II)
\$4,050/month - \$4,556/month (Level III)
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)
First Screening Date: March 7, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Media Production Specialist II or III
Bargaining Unit: California State University Employees Union

About the Position

The Media Production and Delivery unit in Academic Technology is looking for a Media Producer to join their team. The Media Producer will be reporting to the Director of Media Production and Delivery and will be providing client consultation, leadership in media design and project planning, production equipment operation, postproduction and product evaluation.

Responsibilities include, but are not limited to

- Plan media projects using in depth knowledge of production techniques and instructional design concepts.
- Prepare instructional, training, public information and promotional materials utilizing innovative approaches and production designs.
- Write program scripts including narration, dialogue and visual descriptions.
- Work with instructional designers to develop instructional media solutions.
- Assemble production materials into finished products; edit video recordings, sound tracks, still images, multimedia presentations, and web pages to produce high quality outcomes that meet stated objectives.
- Provide media consultation to staff and faculty by recommending instructional design and mode of presentation to achieve communication objectives using media and/or alternate solutions.
- Recruit and train student production assistants.
- Coordinate the work of other media producers and members of the production team on selected projects.
- Live multi-camera production.

Qualifications

For both levels, a Bachelor's degree in Media Production, Instructional Technology, Broadcast Journalism or a related field is required. At the Media Producer Level II, 2 years of experience and at the Level III, 5 years of experience in producing media in a broadcast, corporate or educational environment, including demonstrated experience in scriptwriting and video production is required.

The Media Producer II will perform a broader range of assignments and are often assigned full responsibility for small to medium production projects in film, television, radio, video or other multimedia. Typical work at this level is fairly autonomous and incumbent is able to coordinate production activities, support staff and students.

The Media Producer III will have a very broad knowledge of responsibility including the accountability for all technical, aesthetic and programmatic components of productions. Incumbent is often

responsible for the full operations of a production unit and manage the most complex projects and assignments, working with the instructional designers to create a production that meets instructional objectives. Incumbent will also perform a variety of highly skilled technical assignments in the areas of media design, planning and production, producing and broadcasting live productions, and the supervision of technical work in connection with the production of instructional media.

Successful candidate must also possess:

- Demonstrated experience in still photography, live audio production, studio and remote production, multimedia creation and/or web design.
- Ability to set up and operate a wide variety of production equipment, including set-up for multi-camera video productions.
- Solid writing and editing skills, including a strong foundation in English grammar.

The position requires the ability to lift up to 50 lbs. and exert 100 lbs. of force on a regular basis. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application : [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

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Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.