



Job Description

Job Title: Coordinator of Multimedia Productions

JTC: EAG

Salary Range: N03

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Coordinates the services provided by the multimedia production department. Coordinate the production of a wide variety of college activities through the use of audio, video, photographic, and/or digital equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of video and audio codecs and file types, their variables and appropriate usage. Ability to organize and schedule work effectively.

Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Ability to work extended hours beyond a normal workweek including evenings and weekends. Must hold a valid driver's license in order to travel to various off-site locations.

Able to work with project teams on due dates and course/project release schedules. Ability to communicate effectively and courteously with individuals from diverse backgrounds.

Ability to use and maintain studio, camera and related equipment. Able to operate a wide variety of production equipment, including set-up for multi-camera video productions.

Proven knowledge and experience providing effective customer service. Effective problem-solving and critical-thinking skills. Able to identify and resolve issues in a timely and effective manner.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 75 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus four (4) years of experience in coordination/production of audio/video materials. Must hold a valid driver's license in order to travel to various off-site locations. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***



ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates and produces audio and visual record of college activities. Includes, but not limited to, identifying appropriate equipment, coordinating, installing and operating equipment, editing/sound mixing activities, preparing duplicates and maintaining related archives.

Troubleshoots equipment malfunctions; performs minor repairs or adjustments to audio/video equipment and identifies major repair needs. May assist the repair services department as it relates to department equipment. Provides audio mixing and sound re-enforcement for classes and events on and off campus.

Works collaboratively with campus police department to implement anti-theft methods such as setting up surveillance cameras and record video. Works with campus and outside staff as they relate to current projects and/or the use of facilities. Communicates internal and external clients to facilitate workflow, project planning and execution. Works to ensure that products/services are of the highest quality, delivered in a timely manner, and meet client expectations.

Maintains capital inventory of furniture and equipment, such as, cameras, tripods, monitors, amplified and non-amplified speakers, amplifier cases, audio mixing boards, microphones, cables and accessories. Responsible for multimedia duplication as requested, which may include CD-R (RW) authoring and duplication, for, but not limited to, classes, labs, events and functions, etc.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.