

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: VIDEO PRODUCER

Reports To: Designated Supervisor

UW Job Code: 3572

UW Job Family: 3D - Media/Communication/Art

SOC Code: 27-2012

FLSA: Exempt

Pay Grade: 21

Date: 5-1-18

JOB PURPOSE:

Develop, plan, write, produce, direct and edit video productions; perform lead role for projects requiring support staff; support key institutional/divisional/department goals and messages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Produce, direct, and edit video program productions for various clients within the University, government and business community.
- Develop, plan, and write video program productions with faculty, staff, departments, and clients in government and commercial businesses; research topics; determine production techniques; prepare project budgets; plan and coordinate technical functions.
- Edit and process video in accordance with marketing and client needs using various types of software.
- Operate television/video production and post-production equipment and train other staff on proper and safe use of equipment.
- Perform liaison duties with electronic media organizations such as network television entities, broadcast stations, production companies, and university production units performing contract work.
- Adapt creatively to various environments, both indoors and out. Choose the appropriate location, proper equipment and lighting including: cameras, microphones, switchers, routers, monitors etc.

SUPPLEMENTAL FUNCTIONS:

- Assist with special projects as needed.
- Supervise and train interns and assistants.

COMPETENCIES:

- Individual Leadership
- Quantity of Work
- Innovation
- Strategic Planning
- Developing Organizational Talent
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a field related to Film/Television Production-Broadcasting**

Experience: **2 years related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Video pre-production, production, and post-production methods, practices and procedures.
- Federal Communications Commission regulations.
- Creative writing and production development methods.
- Editing techniques.
- Multi and single-camera production, and related television equipment techniques and operation.
- Supervision concepts, methods and practices.
- University, state, and federal rules and regulations applicable to area.
- Public relations.
- Budget development and management.

Skills and Abilities to:

- Plan, write, produce, direct and edit television productions.
- Develop production budgets and monitor.
- Meet project deadlines.
- Supervise and train assigned staff.
- Operate and/or set up remote and studio cameras, microphones, lighting equipment, audio board, switcher, and editor.
- May serve as crew member for productions.
- Operate video teleconferencing equipment.
- Determine maintenance and repair, inventory and equipment needs.
- Have hand/eye coordination and manual dexterity sufficient to effectively operate associated television and video equipment.
- Move up to 50 pounds regularly and 100 pounds occasionally.

- Adjust focus, identify and distinguish between colors, and judge distance and spatial relationships.
- Effectively communicate, both orally and written.
- Project management skills including scheduling assignments.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Studio, editing and distribution environments. Regular travel to production sites; exposed to adverse weather conditions, electrical hazards and confined spaces.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.