

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: MEDIA SERVICES

Level A2, Pay Grade 8

LEVEL DEFINITION	This level covers positions responsible for overseeing audio-visual and television productions.
TYPICAL RESPONSIBILITIES	May include: overseeing the audio-visual and television productions; producing and directing A/V and TV productions; developing program proposals, budgets and service contracts; planning production shoot schedules and securing required technical staff; preparing production scripts; contracting and managing freelance writers; managing the production shoot and directing the technical crew in the studio or on location; performing complex editing and audio mixing; producing CD-ROM and digital videos; and conducting workshops to instruct faculty and staff in the use of media.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the planning, budgeting and service contracting of A/V and TV productions.
SUPERVISION RECEIVED	Works independently with limited direction. Work is reviewed in terms of overall technical quality and the achievement of specific objectives.
SUPERVISION EXERCISED	Manages staff, consultants and crew involved in a production shoot.
MINIMUM QUALIFICATIONS	Two year diploma in media and broadcast production. Minimum of four years of related experience, or the equivalent combination of education and experience.