

# Media Production Director

**Job Code**  
8191E2

**Job Title**  
Media Production Director

**Pay Grade**  
29

## CONCEPT:

This is specialized, technical and supervisory work in media production. Work involves planning, organizing and directing the creation of various media productions used for teaching, training and public relations utilizing such media as videotapes, slides, films, and computer software. Work involves scheduling media production activities and assigning work to subordinate staff.

## TASKS:

- Directs and participates in creating media productions which includes the use of videotapes, slides, films, audio recordings, lighting activities, computer software and other media; schedules production activities for each media project; reviews, modifies, accepts or rejects media productions.
- Consults with agency staff regarding program content and design; recommends the most appropriate and effective media to accomplish production objectives based on availability of equipment, cost factors and content of project.
- Researches and initiates use of new concepts in media production such as the use of computer hardware and software to develop new production techniques.
- Oversees composition and formatting of artwork, photographs, and graphics for insertion in media productions to support and reinforce content and delivery of media productions.
- Develops operating budget for media production activities; develops record-keeping and inventory system for media production items and equipment.
- Recommends and initiates purchase requests to obtain new media production equipment and supplies.
- Coordinates installation, setup and maintenance of media equipment; oversees lending of media equipment.
- May supervise subordinate staff; assigns work to staff to ensure timely production; trains agency staff on the appropriate use of media.

## LEVELS OF WORK

- Class Group consists of one class.

## Minimum Requirement:

Two years of experience in media communications/production work. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13