UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Video Production

DIVISION: Dean, Arts & Sciences (Harrington School of Communication and Media)

REPORTS TO: Director, Harrington School of Communication and Media

GRADE: 11

SUPERVISES: Student Staff

BASIC FUNCTION:
Schedule, organize and oversee video projects prioritized by the University. Operate video systems and production equipment. Collaborate on the production of video projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Produce, direct, write, schedule, shoot and edit various long- and short-term projects, both video and web-based for educational use in the classroom, on the Internet, URI TV, Cable TV, digital signage, and other venues in support of educational programs and other URI entities.

Teach students how to produce, direct, write, shoot and edit videos and how to work with clients.

Promote media production at the University and to outside entities in RI.

OTHER DUTIES AND RESPONSIBILITIES:
Maintain a high level of understanding of current developments in the assigned area of responsibility and anticipate future needs.

Collaborate with co-workers, on departmental and university-wide projects and committees.

Perform other duties as required.
LICENSES, TOOLS AND EQUIPMENT:

Digital video production editing, digital storage formats, and playback equipment; digital cameras and switchers; audio, lighting and presentation systems. Personal computers, mobile devices, printers and word processing, database management and spreadsheet software, digital editing and special effects software, software license administration, email list management, learning management system, social media, and other instructional technologies.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree in adult education, instructional technology, communications, journalism or related discipline; Demonstrated experience in technical training; Minimum of five years of combined experience in audiovisual support functions (i.e.; writing, directing, producing, supervising and providing logistical support and/or management of production schedules) preferably in higher education; Demonstrated experience in the creation and maintenance of media systems (i.e.; TV studio operation, videoconferencing, distance learning support systems, digital editing suites and/or on-location video shoot equipment); Demonstrated ability in the selection, set up and operation of audiovisual instructional aids (i.e.; video, stage sound and lighting systems, digital audio and video editing and/or professional level production equipment suites); Demonstrated expertise in the creation of digital media support systems for college level instruction (i.e.; computer-generated story boards and graphics); Demonstrated ability in the selection, installation and instruction of both digital effects software and procedures in the production of digital content (i.e.; stop motion video, time lapse video and/or a variety of software special effects); Demonstrated project management experience; Demonstrated ability to work independently; Demonstrated strong oral and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master’s degree.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.