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Developed by:DC
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, ISC/Audio and Video Production
DIVISION: Academic Affairs (Graduate School of Oceanography)
REPORTS TO: Specialist, ISC/Media and Production
GRADE: 9
SUPERVISES: Student employees, Production

BASIC FUNCTION:

Coordinate, organize, oversee, and execute high quality audio & video and productions prioritized by the Inner Space Center (ISC), including Inner Space Center partners. Work independently with faculty, faculty teams, undergraduate and graduate students, private partners, subcontractors, and stakeholders of various projects. Recruit, train, and supervise student workforce.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Inform, educate, share, translate, and raise awareness of science-related topics in video and audio formats.

Coordinate, write, and produce various long and short form media projects for use in various communication efforts prioritized by the Inner Space Center Director.

Capture, edit, and deliver impactful communication through media in a documentary style, with industry standard production value for the projects of the Inner Space Center, both within the facility and in the field.

Collaborate closely with ISC archive personnel to acquire and organize storage assets for use in production.

Collaborate closely with ISC web development personnel to ensure compatibility of final media products with modern web constraints.

Utilize and integrate advanced technologies to enhance the production efforts of the Inner Space Center.

Translate and embed complex, sometimes abstract, scientific concepts into stories that are relatable and simple to understand.

Engage with project stakeholders to ensure media communications contain the correct messaging for science communications and marketing.

Work to diversify the market in which the ISC functions and attract new clientele.

Promote and produce new content for storytelling with the Inner Space Center production team for use by new audiences, new venues, and new partners.

Manage incoming and outgoing production assets via the Inner Space Center production facility.

As necessary, assist with writing, producing, directing, scheduling, and providing logistical support for live broadcasts.

Embed and promote the Inner Space Center production team into exploration and scientific projects, with various partners, for storytelling efforts to bring a new wave of science communication to authentic audiences.

Push the boundaries of communications and marketing, both technologically and culturally, at the Inner Space Center.

Interpret complex scientific principles to communicate effectively to the general public with rich media.

Integrate pre-production elements into live production, and develop an effective system to coordinate and manage the ISC production assets, both people and media.

Design and supervise digital asset workflows to ensure production files and folders are maintained and preserved appropriately.

Develop production oriented learning curriculum for education in a broadcast facility.

Produce, write and technically coordinate live production, occasionally onboard research vessels and/or in remote locations.

Mentor staff, interns, and students on how to produce, work with clients, write, direct, shoot and edit media for effective communication.

Assist in the development of compelling production projects that could be used to pitch to the Director of the Inner Space Center to pursue the mission of science communication and storytelling through media.

Stay current with media technology developments to support science communication.

OTHER DUTIES AND RESPONSIBILITIES:

Maintain a high level of understanding of current and developing trends in the area of media and science communication to anticipate future needs.

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

Manage and collaborate with faculty and student staff to produce effective video projects for the web, broadcast and other media platforms.

Collaborate with ISC staff to produce, to the highest production value possible, media deliverable on multiple online platforms.

LICENSES, TOOLS AND EQUIPMENT:

Digital video production, editing, digital storage formats, playback equipment for live production, digital production systems, live production switchers, audio production, lighting. Personal computers, mobile devices, database management, digital editing and special effects software, social media and other instructional technologies.

ENVIRONMENTAL CONDITIONS:

This position is exposed to potentially hazardous environmental conditions aboard research vessels and in remote terrestrial locations.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Digital Recording Arts; Minimum of five years of teaching experience in a production environment; Minimum of five years' experience managing a team for collaborative media production; Minimum of five years technical experience with audio mixing and video production, live broadcast, recording, and post production; Demonstrated ability to develop and mentor, advise, and lead potential science communication courses, with development of production oriented curriculum; Demonstrated ability to handle multiple projects simultaneously under stringent timeframes and changing priorities/conditions with limited supervision; Demonstrated ability to edit, arrange, and process digital audio products in pre and post production; Demonstrated ability to communicate science through multimedia; Demonstrated experience working in production, broadcast, or transmission facilities; Demonstrated experience in media production from remote locations, and with remote venues; Demonstrated experience in writing, scripting, producing, scheduling, and providing logistical support; Demonstrated experience in the creation of digital media support systems for higher education; Demonstrated familiarity with media asset management systems and training non experienced users on media asset management systems; Demonstrated ability to 'online' and finalize media for broadcast and multi-platform distribution; Demonstrated familiarity with digital audio workstations, drivers, operating systems, and collaborative production workflows; Demonstrated ability to build and break down production studio sets and audiovisual system; Demonstrated experience in the creation of digital media support systems for higher education; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

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