

Job Code: 101296
Position #: PSA (E)
Developed by:...DC
Reviewed by: DC, LK
Approved by: LK

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, ISC/Media and Production
DIVISION: Academic Affairs (Graduate School of Oceanography)
REPORTS TO: Director, Inner Space Center
GRADE: 11
SUPERVISES: Student employees and temporary workers
BASIC FUNCTION:

Schedule, organize, oversee, and execute high quality video and photography projects 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:

Schedule, coordinate, produce, write, direct, shoot, edit, and deliver various long and short form media projects for use in various communications efforts prioritized by the Inner Space Center Director. Produce documentary style videos for impactful multimedia communication for projects managed through the Inner Space Center, both within the facility and in the field (including at sea). Act as Inner Space Center liaison for media events and partner projects to enhance collaborative efforts of the ISC.

Direct and produce live productions from the Inner Space Center broadcast and production facilities.

Direct, produce, write and technically direct live productions in the field, occasionally onboard research vessels and/or in remote locations.

Teach students how to produce, work with clients, write, direct, shoot and edit media for effective communication.

Promote the effectiveness and collaborative strengths of the Inner Space Center and science to outside entities.

Propose and pitch compelling production projects to the Director of the Inner Space Center to pursue the mission of science communication through media.

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 camera 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.

REQUIRED QUALIFICATIONS:

Bachelor's degree in film/media or related field. Minimum of five years of experience in collaborative media production. Ability to work independently, according to set production schedules, and meet deadlines for delivery of project products. Demonstrated experience executing live production efforts from extreme environments. Demonstrated experience in media production from remote locations and aboard research vessels. Demonstrated experience in documentary style media production. Demonstrated experience in science communication through media and other web based platforms. Combined experiences in writing, producing, directing, scheduling, budgets, and providing logistical support; preferably in higher education. Demonstrated experience in the procurement and maintenance of media systems for both near line and archival usage. Demonstrated ability to build and break down interview sets and audiovisual systems. Demonstrated ability to collaborate effectively with diverse project partners of various skill levels and backgrounds. Demonstrated expertise in the creation of digital media support systems for higher education. Demonstrated ability in selection, installation and instruction of both digital effects software and procedures in the production of digital content for a number of different platforms. Demonstrated project management experience. Demonstrated ability to interpret complex scientific principles to communicate effectively to the general public. Demonstrated strong oral and interpersonal communication skills. Demonstrated proficiency in written communication. Demonstrated ability to operate, manage, and maintain video over IP systems. Demonstrated experience in a university outreach setting. Demonstrated experience in producing for alternative video platforms, especially online and for social media.

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