

Media Production Specialist  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

<b>Job Title</b>	Media Production Specialist
<b>Department</b>	Marketing and Creative Services
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Jan. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Graphic Design/Marketing Arts/Museum/Theater
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Media-Production-Specialist_REQ11834">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Media-Production-Specialist_REQ11834</a>

**Apply By Email**

**Job Description**

**Title:**Media Production Specialist

**Job Category:**CSEA

**Job Opening Date:**January 24, 2024

**Job Closing Date:**

Media Production Specialist  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

**Location:**Irvine Valley College

**Work Location:**Irvine, CA

**Department:**Marketing and Creative Services

**Pay Grade, for more information click on this link:**

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

**Pay Rate Type:**Monthly

**Work Days:**Monday - Friday

**Work Hours:**8:00 am - 5:00 pm (Schedule and Shift are subject to change in accordance with the department needs.)

**Hours Per Week:**40

**Percentage of Employment:**100%

**Months of Employment:**12 months

**Salary:**Starting at \$7,079 per month

**Required Documents:**

Resume and Cover Letter

**Job Description:**

**C.S.E.A. Classified Bargaining Unit Salary Range 136**

**Media Production Specialist  
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

**Initial Screening Date: February 14, 2024**

**Required Documents: Resume and Cover Letter**

**Applications missing the required documents will not be considered.**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under general supervision from an appropriate level supervisor or manager, is responsible for a wide variety of technical activities involved in the production, broadcast and streaming of programs; coordinates and participates in pre-production, production, and post-production activities; works collaboratively with faculty, students, and outside community organizations providing expertise in studio and field productions; programs the college's media outlets as assigned; writes, produces, and directs programming for a variety of formats; creates digital images for inclusion in the college's bulletin board service on the cable channel; interfaces with Board Members, the Chancellor, College President, faculty members, support staff, outside agencies, and members of the community as appropriate to assignment; installs, maintains and operates all related equipment; researches innovations in technology and advises on equipment needs to remain current; meets with the faculty and staff to clarify needs and determine technical equipment, support personnel as related to assignment, and applicable timetables; assists and coordinates with faculty, staff and students as related to all productions, activities, and events in a classroom or studio setting; provides direct instructional assistance and support to faculty in a classroom setting and supervises students under the direction of the faculty; performs a variety of technical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

This is a technical expert level that demonstrates a high level of initiative and expertise in studio and field productions. Employees in this class work independently and/or collaboratively with faculty,

**Media Production Specialist**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

students, and outside organizations to produce, write, and direct media programming as assigned. As a technical expert, employees assist faculty in developing programs for classroom use with current delivery methods. Employees may serve as a lead worker on assigned projects and are required to be fully trained in all procedures related to assigned area of responsibility. Individuals may have specific assignments within the broad field of media production but are expected to acquire knowledge over time to assist others within this classification in order to meet changing workload demands.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Oversee and coordinate with assigned staff and students the production, direction, streaming, and broadcasting of meetings and programs including, but not limited to, news shows, talk shows, travel shows, magazine format shows, educational shows, sports events, and others; as necessary and appropriate to assignment, provide lead direction.
- Plan, organize, and review the work of students and assigned staff; ensure that deadlines are met, and the products meet client needs; review technical quality of programs and make recommendations for improvements; ensure program content is in compliance with established regulations and licensee standards.
- Train and provide work direction to assigned staff, students, and student workers regarding the operation of video and audio equipment and software used to produce radio and television programs in a classroom setting under the direction of an instructor.
- Assist in recommending goals and objectives and develop policies and procedures for media production; develop, prepare, and monitor budgets; research new and emerging technological advancements and recommend purchases in accordance with established policies and budget constraints.
- Advise faculty, students, and administrative staff on available media production services and equipment capabilities; assist in developing programs and projects that meet their needs, goals, and objectives.
- Direct broadcasting of telecourses and informational materials aired on the cable channel and radio station with assistance from assigned staff and students; respond to questions and troubleshoot problems and malfunctions; coordinate media production requests with students, staff, and departments.
- Perform and direct live video/web streaming production of sports events in a stadium,

Media Production Specialist  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

gymnasium, or other setting.

- Direct and participate with students and assigned staff during studio and field productions and requested media products; produce, write, and direct audio and video for distribution via cable or internet; oversee personnel and subjects involved in productions; respond to questions from clients; meet with the faculty and staff to clarify needs and determine technical equipment, support personnel as related to student involvement, and timetables necessary to student films; assist and coordinate with faculty and students as related to all productions, activities, and events in a classroom setting; provide direct instructional assistance and support to faculty in a classroom setting and supervise students under the direction of the faculty.
- Participate with college and district faculty and staff in the creation of pages and/or digital still images for placement on the cable channel as assigned.
- Develop program schedule for the college's media outlets as assigned; input schedule into respective playback systems; transcode and encode programs into digital formats appropriate for distribution outlets, including cable channel, radio stations, video-on-demand servers, and websites; ensure timely airing of all instructional programs for students.
- As assigned, ensure that videos produced are closed-captioned.
- Participate with staff in the installation, operation and maintenance of a variety of equipment, computers, and applications including microphones, recording and playback hardware and software, cameras, monitors, control units, editors, lighting and other equipment; demonstrate proper use and operation of equipment; evaluate and recommend major equipment and software purchases, repair and replacement; provide direct instructional assistance and support to the students under the direction of the faculty.
- Accompany students on field assignments and operate camera during news reporting; assist in other field productions as necessary; provide direct instructional assistance and support to the students under the direction of the faculty.
- Maintain accurate inventory of media equipment; schedule equipment use; record loaned and borrowed equipment; ensure proper condition upon return; maintain inventory records.
- Assist in purchasing equipment and supplies as assigned; research products; create requisitions; coordinate purchases with other divisions including purchasing, accounting, and warehouse; work with vendors in the acquisition of equipment, computer hardware and software.
- Attend and participate in professional group meetings; review publications, journals and literature to stay abreast of changing communication technologies and philosophies related to assigned area of responsibility.
- Interact with Board Members, the Chancellor, the College President, faculty members, support staff, outside agencies, and members of the community as appropriate to assignment; respond to questions and inquiries; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Media Production Specialist  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

- Coordinate the receiving and/or delivery of broadcast programs to and from other entities.
- Maintain and update college media outlet schedules, websites, and other publications, as necessary.
- Assist faculty in the instructional program including creation of class schedules with room use and equipment requirements are taken into consideration.

Perform related duties as required.

??

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

- Pertinent federal, state, and local laws, codes, and regulations; confidentiality requirements when dealing with personal and sensitive information; legal requirements related to the area of assignment.
- Communications and media technologies, including the various systems and procedures related to television and radio broadcasting and streaming.
- Professional media and communications standards.
- Principles and practices of electronic journalism production.
- Principles and practices of broadcasting, streaming, and media production and programming.
- Methods, techniques, and equipment used in the production of television and radio programming.
- Principles of directing live audio and video productions.
- Principles of the creation and manipulation of two- and three-dimensional images.
- Operational characteristics of audio and video equipment used in the area of assignment.
- Computers and specialized media software applications and related concepts.
- Principles and practices used in troubleshooting various hardware and software application problems.
- Methods and techniques of providing training to faculty and staff on software applications.
- Budget preparation and monitoring.
- Principles and practices used to establish and maintain files and information retrieval systems; principles and practice of recordkeeping, and principles and procedures of business letter writing and report preparation.
- Generating reports from systems and databases.

**Media Production Specialist**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

- Work organization principles and practices.
- Effective written and oral communication skills including correct English usage, grammar, spelling, punctuation, and vocabulary, including hyphenation and proofreaders' marks.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Techniques for providing a high level of customer service including methods and techniques of proper telephone etiquette.
- Interpersonal skills using tact, patience, and courtesy.
- Techniques to facilitate effective interaction with people on an individual or group basis.
- Occupational hazards and standard safety policies and procedures.
- Principles and practices of providing training and guidance to lower-level staff and student workers.

**Ability to:**

- Research, write, produce and direct a variety of radio and television programs.
- Organize and coordinate broadcasting and streaming activities and ensure optimum use of equipment and facilities.
- Operate a variety of equipment and computer hardware and software involved in media programming, production, and distribution.
- Edit programming using digital editing software.
- Create and manipulate two- and three-dimensional images.
- Create high quality DVDs including the use of chapters.
- Train and provide work direction to other staff and students.
- Assign and review the work of assigned production and technical staff and students.
- Analyze, troubleshoot and apply problem-solving skills to technical problems.
- Respond to critical broadcast problems after normal working hours.
- Perform a variety of duties and activities in support of the assigned area; prepare, generate, and proofread a variety of documents, forms, reports, and other written materials; disseminate information as appropriate; maintain accurate filing, record keeping, and tracking systems; utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments.
- Operate office equipment including hardware, software, and devices supporting word processing, database management, and spreadsheets; type or enter data at a speed necessary for successful job performance; apply excellent organization skills and attention to detail; effectively utilize computer applications and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment and systems; participate in updating the departmental website, as required.



**Media Production Specialist**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

- Compile data for various records; maintain accurate and up-to-date files and records for assigned program; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, research discrepancies and record information.
- Maintain detailed records related to assigned area.
- Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.
- Develop, maintain, and foster effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.
- Interact extensively with and respond to requests and inquiries from others; effectively present information in person or on the telephone; provide excellent customer service.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Work effectively under pressure with frequent interruptions on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.
- Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.
- Provide training and work direction to assigned lower-level, temporary, and student staff.
- Report to work on a regular and consistent basis, as scheduled, to assigned job.
- Work occasional evening/weekend shifts, as required.
- Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.
- Attend and participate in trainings, meetings, workshops, and conferences; learn new state and federal laws, rules, and regulations pertaining to area of assignment; participate in the development of new/revised procedures to accommodate changes; attend and participate in diversity, equity, and inclusion trainings and events; maintain compliance with online coursework and other mandatory trainings and certifications as directed by supervisor.

**EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and



Media Production Specialist  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in communications, broadcasting or a related field.

**Experience:**

Three years of increasingly responsible audio and video program development and equipment operation experience that involves the use of current technology.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is performed in indoor and outdoor environments; travel from site to site; work at heights on scaffolding and ladders; exposure to noise, dust, radiant and electrical energy and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; At least minimal environmental controls to assure health and comfort. Positions may be required to work evenings and weekends.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in indoor and outdoor environments; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

Media Production Specialist  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

**Hearing:**

Hear in the normal audio range with or without correction.

**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Media Production Specialist  
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

**DISABILITY ACCOMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**ATTENDANCE REQUIREMENT:**

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**CAMPUS CRIME AND SAFETY AWARENESS:**

Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in the District Human Resources office upon request.

**EEO/AA Policy**

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):**

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the

**Media Production Specialist  
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229477>

Downloaded On: May. 9, 2024 3:14am

Posted Jan. 25, 2024, set to expire May 26, 2024

full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

**SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

,