

Media Production Supervisor

JOB FAMILY DEFINITION

This classification falls within the AV-Media Job Family encompassing a range of work in which incumbents are responsible for providing audiovisual/telecom operational and technical support for classes, meetings, and conferences as well as consulting and production design for the creation of distance learning products, such as online courses and video productions. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

This is a professional level supervisory class. Incumbents, as assigned are responsible for providing day-to-day supervision over three or more Judicial Council staff, including a minimum of two exempt-level staff, engaged in multimedia production and the creation of distance learning products, as well as overseeing the Judicial Council's audiovisual infrastructure operations. An incumbent may supervise other staff as assigned.

DISTINGUISHING CHARACTERISTICS

The Media Production Supervisor is distinguished from other classifications in the AV-Media Job Family in that it supervises two or more exempt-level Judicial Council staff, and may supervise other staff as assigned. Supervision includes participation in, and/or implementation of, hiring, and disciplinary decisions.

An incumbent in this position exercises considerable independent judgment over complex production and creative projects in addition to ensuring the overall functionality and operability of AV/video technical infrastructure for distance education (for example, videoconference system, satellite broadcast system), as well as the infrastructure within the Civic Center Complex and Judicial Council facilities.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Supervises the day-to-day activities of multimedia production and audiovisual infrastructure operations; develops, recommends, and implements operating policies and practices; develops, recommends, and implements work processes and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides for training and development; conducts performance evaluations and administers discipline as required.
- Analyzes educational needs of clients, collaborates and recommends instructional design solutions, and assigns and monitors production activities.
- Oversees the technical AV/video infrastructure for judicial branch distance education, including education websites, as well as AV/video infrastructure within the Civic Center Complex and Judicial Council facilities.
- Supervises large, complex major infrastructure and production projects.
- Builds and maintains master project management plan to track multiple distance education projects
- Develops and administers unit and project budgets; approves expenditures.

- Oversees procurement activities for the unit; coordinates with the Business Services Office.
- Represents the work unit to customers including, but not limited to, technical project/job scheduling, industry standards, best practices, and emerging technologies.
- Prepares and/or presents complex reports.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific media production and supervisory tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, preferably in media arts, television production, film production or directly related field and five (5) years of video production experience including use of video editing and graphics production software which includes one (1) year of prior supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

OR

Three years as a Media Producer with the Judicial Council of California or three years of experience performing the duties of a class comparable in the level of responsibility to that of a Media Producer in a California state government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Supervisory principles, practices, and techniques;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Business methods, principles, and practices;
- Modern budgeting and procurement;
- Basic principles and methods of adult education;
- Project management principles and practices;
- Principles and methods of media production including, but not limited to, camera operation, composition, lighting, exposure, talent direction, design, crew management, choosing and securing locations, staging, propping, set construction, and audio acoustics and recording;
- Various media technology, including, but not limited to, still and video cameras, microphones, lighting and grip gear, electrical elements, teleprompters, and display devices;
- Best practices and emerging technologies;
- Mathematical calculations and measurements for lighting, sound, and videography;

- Applicable business equipment and desktop applications; and
- Applicable work rules and policies.

SKILL IN

- Supervising, monitoring, training, and evaluating staff;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Provides conflict resolution;
- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients;
- Providing critical thinking;
- Monitoring and researching industry trends, solutions, and best practices;
- Recommending and coordinating production of educational media and distance learning solutions;
- Evaluating and recommending hardware, software, and audiovisual technology purchases;
- Preparing reports and technical documentation;
- Monitoring and tracking budget and expenditures;
- Providing project management, organization, and logistics;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*