Job Description

Job Title: Communications Broadcast and Multimedia Production Manager - ITR
Job ID: 2424
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Manages pre-production, production, and post-production of television, radio, video, and film programming.

- Manages one or more aspects of a film, television, or radio facility
- Recruits, trains, schedules, and supervises full-time and part-time employees including student interns
- Works with internal and external clientele to identify needs and help them plan broadcast activities; provides a high level of customer service
- Makes digital media available to web production personnel and others as needed to support academic programs
- Develops and produces broadcast programs, independently or with students, internal College departments, or external entities
- Performs related duties as assigned.

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CONTRACT TITLE

Higher Education Associate

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The Multimedia Center comprises a two-story facility of some 21,500 square feet of space, and includes edit bays with an audio sweetening room, media conversion lab, equipment room, studio, audio and video control rooms, and student newsrooms. Technical environment is HD digital video, capable of integrating and/or converting from/to HD digital video and standard definition (digital or analog) systems. Apple Macs, fiber channel, Apple XSAN/XServer, and Cisco networking with industry standard software are used throughout for production, post-production, instruction, and research. The full facility will be online for the Spring semester of 2010.

Under the supervision of the Technical Director (TD) for the Multimedia Center, with wide latitude for independent initiative and judgment, and working closely with all of the Multimedia Center technical staff, the Communications Broadcast and Multimedia Prod Mgr will be responsible for assisting the TD
in support of the facility. The Communications Broadcast and Multimedia Prod Mgr will be required to participate in productions, and assist in the supervision of freelancers and technical staff. Additionally, the Communications Broadcast and Multimedia Prod Mgr will be required to manage the technical aspects of the facility in the TD’s absence.

Responsibilities will include:
- Maintaining working, color-matched cameras, flexible lighting plot, working and functional edit suites, assess SAN media storage.
- Responding to all requests for technical assistance or information from students, faculty, and other users of the Multimedia Center; and referring such requests to other Multimedia Center staff as appropriate.
- Providing orientation and training to subordinates and assistance to other employees as authorized.
- Assisting in demonstrating the use and care of all Multimedia Center equipment as requested by the Technical Director.
- Assisting the TD in operating and/or clearing individuals to operate the equipment of the Multimedia Center.
- Primary responsibility for maintaining, upgrading, and training staff on the Webcheckout system to document and record all requests for use of equipment and facilities.
- Performing other related duties as assigned.

The work schedule will at times be irregular and include some evening and weekend hours, according to the needs and schedules of the College and the Multimedia Center. The Center will be used for regularly scheduled classes, one-time special events, development of materials and programming by faculty and staff, and scheduled use by outside producers and artists.

MINIMUM QUALIFICATIONS

Bachelor’s degree and six years’ related experience required.

OTHER QUALIFICATIONS

The successful candidate will have experience in some of the following areas: knowledge of complex routing of embedded HDSDI; ability to troubleshoot complex systems and find workable solutions; ability to operate and train SONY MVS 8000 series switcher, Euphonix digital audio console; ability to shade and color balance cameras via CCU; ability to design a basic light plot and program the lighting console; knowledge of sound mixing for talk shows and music programs; knowledge of acoustics, microphone selection/placement/equalization; knowledge of transmission and master control devices, IP, satellite, and fiber connectivity; experience with non-linear editing (Final Cut Pro preferred). Must be patient, helpful, and customer service oriented.

COMPENSATION

$55,602 to $60,067

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply online please visit: http://www.cuny.edu/employment/cunyfirst/CUNYfirst-application.html for directions. Upload a cover letter, resume and contact information for three references as one document in rtf, doc, or pdf format.

CLOSING DATE

Open until position is filled (search reopened).

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.