

Memo to: College Community
From: Human Resources
Re: Open Position—PLEASE POST
Date:

Position: Integrated Multimedia Center (IMC) Operations Manager/Student Media Program Director
Division of Communication, Visual & Performing Arts

Summary Description: Serves as live TV production, operations and facility manager within SHC's Integrated Multimedia Center, a laboratory facility that supports academic programs within the Division of Communication, Visual & Performing Arts and offers opportunities for students to participate in multi-media productions for College and community clients. Also serves as lead advisor for the college's award-winning Student Media Program. The IMC Operations Manager reports to Chair, Division of Communication, Visual & Performing Arts. This is a 10-month renewable position (beginning of August to end of May).

Duties and Responsibilities:

Essential Functions

1. Maintains IMC TV production studio, including sets and lighting, allowing students productive access to the facility as required by Division faculty.
2. Maintains digital video production equipment room including organization, up-keep, repair and replacement of all equipment.
3. Provides technical instruction for students, including equipment, cameras, lighting, and software as necessary or as requested.
4. Serves as production lead for multi-media productions for College or community organizations, both on site and in the IMC.
5. Produces media content as needed, including promotional video creation for the division and/or college.
6. Coordinates use of the IMC and its equipment by students in courses, faculty, staff, and volunteers, including scheduling.
7. Oversees and orders equipment required for Communication, Visual & Performing Arts students, including, but not limited to:
 - a. IMC inventory, including loaner DSLR cameras for student use
 - b. Systemic equipment kit for students
8. Receives and coordinates requests from Spring Hill College and community organizations for use of IMC and for student-staffed multi-media productions.
9. Provides leadership and vision for SHC Student Media, a converged student media newsroom that develops, edits and designs content for a website, a monthly publication and a livestream television news show.
10. Supervises work-study students assigned to the IMC.
11. Shares video media content on YouTube, livestream and social media platforms.
12. Serves in a coaching/advising/teaching role in student-media classes in each the fall and spring semester, as needed by the Division.
13. Researches and maintains an on-going effort to submit student media content to appropriate organizations, etc. for competitions and award recognition.
14. Oversees security protocols for the IMC.
15. Reads journals and books and makes use of, *e.g.*, applicable webinars or other online presentations to keep abreast of new software and hardware product development.

16. Performs other duties as necessary or as requested by the division chair.

Marginal Functions

1. Fosters a spirit of collaboration and cooperation within the multimedia lab space and campus.
2. Assists department faculty with student groups related to video/audio.
3. Assists department in integrating TV studio and student media kits into curriculum.
4. Performs other related marginal functions as necessary or as requested.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Willingness and ability to work within the mission and educational principles of a Catholic, Jesuit college.
2. Knowledge of typical live TV control room switcher.
3. Knowledge of and experience installing, operating and maintaining live broadcast equipment.
4. Knowledge of the following software: Adobe Creative Suite (Premiere, AfterEffects), audio-editing platforms or demonstrated aptitude with similar software.
5. Knowledge of internet broadcasting requirements.
6. Knowledge of program automation software.
7. Knowledge of best practices of web, print and broadcast journalism, including podcasting.
8. Ability to lead students to complete projects.
9. Ability to lift at least 50 lbs.
10. Ability to transport self to various locations on campus or within the community.

Preferred Knowledge, Skills, and Abilities: Individuals who demonstrate aptitude in any or all of the following areas will be preferred candidates.

1. Working knowledge of much of Adobe Creative Suite but with preferences for: AfterEffects, Audition, Bridge, Flash, Illustrator, Lightroom, Photoshop.
2. Apple Certified.
3. Experience teaching and/or mentoring students in an educational environment

Qualification Standards:

Education:

- Master's preferred; at least 5 years of full-time, relevant experience may be considered in exceptional situations in lieu of higher education.

Experience:

- Three years of experience in a TV station or professional multimedia company.
- Web-casting experience.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER.

To apply for this position, send a cover letter (including interest and experience working with diverse student populations) and resume (including professional references). E-mail application materials to: sbabington@shc.edu. Review of applications will begin immediately and will continue until the position is filled.