



**USC** University of  
Southern California

## Campus Film Coordinator Job Description

### JOB INFORMATION

|                          |   |
|--------------------------|---|
| <i>Job Code:</i>         | 129103  |
| <i>Job Title:</i>        | Campus Film Coordinator                               |
| <i>FLSA Status:</i>      | Non-Exempt  |
| <i>Supervisory:</i>      | May oversee student, temporary and/or casual workers. |
| <i>Job Family:</i>       | Public Communications                                 |
| <i>Job Family Group:</i> | Marketing and Events                                  |
| <i>Management Level:</i> | 7 Individual Contributor                              |

### JOB SUMMARY

Oversees and coordinates various aspects of on-campus film production. Performs general public relations duties as assigned including coordinating special events and projects. Supervises student workers, as assigned. Reports to the Director, Special Projects.

### JOB QUALIFICATIONS:

#### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>     | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X          |             | Bachelor's degree |                       |

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X          |             | 3 years                |                         |
|            | X           | 5 years                |                         |

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i>  |
|------------|-------------|---|
| X          |             | Public relations, journalism, communications or related field.                      |
| X          |             | Administrative support experience.  |
| X          |             | Demonstrated accuracy and thoroughness.   |
| X          |             | Demonstrated tact and diplomacy.  |
| X          |             | Flexibility and teamwork necessary to respond to multiple deadlines and priorities. |

## Knowledge, Skills and Abilities

| Req | Pref | Functional Skills  |
|-----|------|--|
|     | X    | Knowledge of special event management, university policies and procedures, and/or the commercial filming industry. |

## Other Job Factors

## JOB ACCOUNTABILITIES

|   | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Oversees and coordinates activities for film shoots for university Park campus locations to ensure compliance with university policies and procedures. Reads and obtains Director's script approval, assists with location selection, confirms and approves schedules, verifies insurance coverage, provides on-site supervision during filming, cultivates and maintains relationships with filming location scouts, and acts as liaison between University administrators and staff and film companies to provide information and resolve problems. |        |           |          |     |
| Supervises student workers as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors performance of workers on a regular basis. Ensures timely completion of work.  |        |           |          |     |
| Develops and maintains an extensive network of contacts, both internal and external, to facilitate filming.   |        |           |          |     |
| Coordinates special public relations projects as assigned including special events, conferences, seminars and exhibits.   |        |           |          |     |
| Attends university and community events and meetings as needed to complete assignments.   |        |           |          |     |
| Performs other public relations duties such as answering questions and providing information in writing as requested by staff, students and the public, referring callers and walk-ins to the appropriate areas/persons within the university, and providing administrative support back-up when needed.  |        |           |          |     |

## Other Requirements

| Essential:   | Emergency Response/Recovery  | Essential: | Mandated Reporter   |
|--|--|------------|---|
|  | In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. |            | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a> |
| Campus Security Authority (CSA)  |  |            | Essential:  |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a> |  |            | No  |

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job

description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.