



## JOB INFORMATION

<i>Job Code:</i>	169030
<i>Job Title:</i>	Physical Production Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Cinema/Film
<i>Job Family Group:</i>	Cinematic Arts
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Provides administrative and program support for the School of Cinematic Arts Physical Production offices, assisting students across all divisions in completing class assignments. Serves as a resource expert for students, and facilitates individual needs. Oversees safety compliance for all SCA departments' student productions, guarding the university from risk exposure through vetting, interviewing, consulting, and educating students regarding industry compliance standards. Procures and oversees all necessary production licenses and permits from city and municipal offices, and conducts, analyzes, and oversees insurance billing for all production needs. Manages digital and physical materials for both the Physical Production and Student Production offices, and oversees student workers at both locations. Facilitates and assists with department events and curricular projects, including screenings, workshops, and seminars.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Fine Arts	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Fine Arts	Or
	X	Master's degree	in related field(s)	

### 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	in film, TV, commercial, marketing, digital, and/or media production.	
	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

Req	Pref	Functional Skills
X		Demonstrated expertise in in film and/or television production environments.
X		Expert understanding of pre- and post-production timelines and calendars for deliverables.
X		Demonstrated and effective communication skills - oral and written.
X		Excellent interpersonal skills and a customer service orientation.
X		Understanding and working knowledge of operations and maintenance of production studios and large facilities.
X		Proven ability to produce documentation for operations.
X		Skilled at analysis, conceptualization, design, and problem identification and resolution.
X		Proven ability to prioritize under time constraints in fast-paced environments.
X		Proven experience with entertainment-industry software (i.e. Final Cut Pro, Adobe Creative Suite).
	X	Thorough knowledge and experience working with college students, and of higher education environments.
	X	Experience in line producing and/or production management, and in the setup, execution and takedown of events.
	X	Knowledge and experience with Shotgun and/or Kira software, and with relevant digital and social media platforms.

## Other Job Factors

- May require travel and working evenings and/or weekends, based on business necessity.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides administrative and program support for the School of Cinematic Arts Physical Production offices, assisting students across all divisions in completing class assignments. Serves as a resource expert for students, counseling and facilitating individual needs for each class syllabus on a one-on-one basis via scheduled meetings, walk-in appointments, emails, and calls. Provides input and collaborates on efficient uses of resources, assists in planning and implementing schedules for shoots, and helps arrange logistics for remote productions. Contributes to budget discussions regarding future SCA equipment purchases, upgrades and storage planning.				
Oversees safety compliance for all SCA departments' student productions spanning all divisions, the summer program, and special projects. Guards the university from risk exposure, vetting, interviewing, consulting, and educating students regarding industry compliance standards. Works closely with insurers, municipalities, equipment houses, and the university's Risk Management and Insurance department. Investigates and reports on incidents of student misconduct, working with police, industry unions, and the university's Department of Public Safety, as needed. Prepares documentation and disciplinary recommendations to senior leadership.				
Advises and aids students in realizing the physical needs of productions, explaining or clarifying policies regarding insurance, location permits, clearances, Screen Actors Guild responsibilities, and class production requirements. Communicates with students, faculty, and/or senior leadership of any potential obstacles to project schedules and execution, or related concerns. Conducts and/or leads involved, lengthy counseling sessions, sometimes requiring on location supervisors, regarding any story elements deemed dangerous by faculty (e.g. animals, fire, nudity, stunts, etc.).				
Procures and oversees all necessary production licenses and permits from city and municipal offices. Conducts, analyzes, and oversees insurance billing for all divisions' production needs, including claims, department-rented equipment, and certificates of insurance. Monitors production equipment, tracking assets and repairing or updating as necessary. Manages databases of pre-production and production data and documentation for the entire school, including permissions, releases, production binders, and the preparation, analysis and maintenance of student assistant numbers.				
Oversees student workers at both the Physical Production Office, comprised of four offices and one front desk, and the Student Production Office - both offices in separate locations. Screens, interviews, recommends and trains hires. Ensures proper scheduling and staffing for the offices. Manages all administrative and program aspects during the summer semester.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages digital and physical materials for both the Physical Production and Student Production offices, including forms, instructional manuals, webpage content, and policy guidelines to facilitate all aspects of class and graduation requirements. Coordinates production and distribution of program materials, including notes, meeting agendas, and informational materials. Works with SCA webmasters to edit, organize, update, and improve webpages for appearance, functionality, and user experience.				
Facilitates and assists with department events and curricular projects, including screenings, workshops, and fully produced seminars for the student body, as well as individual seminars for five students or fewer. Books rooms and facilities, coordinates schedules and travel for guest speakers, controls event budgets, and issues information and/or invitations.				
Stays current on changes and trends in legal, regulatory, and technology environments that may affect operations. Ensures any and all training is consistent with established and/or updated industry and school standards, and that senior management, staff and relevant stakeholders are informed of any changes in a timely manner. Establishes and maintains appropriate network of professional contacts, design and production experts, and hardware and software vendors. Sustains memberships with appropriate organizations and publications, attending meetings, seminars and conferences.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
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.