



USC University of
Southern California

Assistant Media Center Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	173235
<i>Job Title:</i>	Assistant Media Center Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises student, temporary and/or casual workers.
<i>Job Family:</i>	Digital/Multimedia
<i>Job Family Group:</i>	Multimedia 1
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Manages and supervises student productions carried out in media center. Trains students on various aspects of media production, coordinates schedules and studio bookings, and determines staffing needs and technical requirements for productions. Provides support to unit manager by acting as proxy as needed. Supervises student workers and technical support staff. Collaborates with internal and external stakeholders to ensure content meets project objectives and aligns with established journalistic standards. Maintains resources, including equipment and software, to optimize efficiency and quality of production. Assists with development of project plans, timelines, and budgets for digital media production projects.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X			Media Studies	Or
X			Media Management	Or
X			in related field(s)	
	X	Master's degree		In
	X		Media Studies	Or
	X		Media Management	Or
	X		International Studies	

Additional Education

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

X 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	as a digital media production manager or in similar role.	
	X	5 years	as a digital media production manager or in similar role.	

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 experience establishing and carrying out digital media production processes (e.g., pre-production, production, post-production).
X		Working knowledge of news production workflows, journalistic ethics, and emerging digital media technologies.
X		Directly related experience with the design, installation, and maintenance of multimedia hardware and software.
X		Proficiency in industry-standard production tools and software (e.g., Adobe Creative Suite, Final Cut Pro, Avid Media Composer).
X		Experience with media asset management and media archiving strategies.
X		Demonstrated interpersonal, critical thinking, and communication skills.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Excellent project management skills, with the ability to prioritize tasks, manage deadlines, and adapt to changing project requirements.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and supervises student-produced television programs, social media shows, and live streams created in the media center. Schedules and coordinates studio bookings and sessions each semester; organizes room schedules. Coordinates event logistics, technical requirements, training requirements, and staffing needs for productions and activities held in the facilities. Coordinates portable equipment requirements for students and programming. Leads and coordinates facility tours for guests, including prospective students and donors.				
Provides support to unit manager by acting as proxy as needed. Coordinates and assigns tasks to student workers. May supervise technical support staff. Provides guidance and support to team members throughout the production process, ensuring adherence to timelines, quality standards, and educational goals. Ensures project tasks are completed. Leads and participates in media center technology training programs (e.g., video and audio editing, camera operation, social video production) for approximately 500 unique students per semester.				
Collaborates with journalists, editors, educators, videographers, and web specialists to ensure content meets project objectives and aligns with established standards. Participates in information exchanges with internal stakeholders (e.g., journalists, educators, technical teams) to align production objectives and deliver successful projects and programs. Communicates with external stakeholders (e.g., faculty members, administrators) to gather project requirements and ensure alignment with educational and journalistic objectives. Ensures accurate project/activity scheduling and effective communication with internal and external stakeholders.				
Maintains resources, including equipment and software, to optimize efficiency and quality of production. Provides expert support on industry-standard production tools (e.g., Ross Inception, Streamline, Xpression) to ensure smooth production workflows. Oversees storage system update workflow and related tutorial documentation. Provides technical support to staff and troubleshoots technical issues throughout the media center (e.g., studios, media wall, television halo). Creates and maintains training materials (e.g., tutorial software, documentation, videos). Maintains repository of workflow training artifacts (e.g., workflow diagrams, quick reference guides, video tutorials).				
Assists with development of project plans and timelines for digital media production projects. Cultivates relationships with external vendors, contractors, and freelancers as needed, ensuring their adherence to established quality and ethical standards.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Maintains currency on emerging trends, technologies, and best practices in media production and facility management; assists with implementation of relevant advancements when appropriate. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			

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.