



	DATE April 17, 2003- FINAL
JOB TITLE Manager, Multimedia Productions	JOB CODE 8507
FLSA STATUS Exempt	UNIT/DEPARTMENT Varies
REPORTS TO: Varies	SUPERVISES: Multimedia Works Staff

POSITION SUMMARY:

Facilitates the creation, publication and distribution of multimedia courseware and other scholarly works by faculty, students, and staff of the University.

POSITION KEY ACCOUNTABILITIES:

1. Coordinates and integrates the activities of content experts, instructional designers, informational and graphic designers, graphic artists, software engineers, database programmers, and systems analysts.
2. Reviews and approves the purpose and scope of projects, recommends staff assignments needed to complete multimedia projects, and sets quality standards for each project undertaken by instructional design staff.
3. Submits a general and versatile plan of action for new multimedia development programs and integrates projects with existing programs.
4. Keeps current on the overall status of courseware development activities in the division, identifies problem areas, and recommends corrective actions such as rescheduling, suggesting new resources and new approaches, etc.
5. Makes oral, written, and on-line presentations to faculty on the status of existing projects.
6. Gives oral/written updates regarding the findings/progress of the existing projects and those on hold, including recommendations of new/different actions that will increase productivity and reduce costs.
7. Creates courses and materials to teach the use of various information technologies and multimedia design concepts in the development and delivery of multimedia scholarly works.
8. Coordinates scheduling of courses with Human Resources.
9. Coordinates with Information Services Help Desk to avoid duplication of classes.
10. Creates seminars, lunch talks, and special courses as needed and requested.
11. Manages Human Resources activities of department in regards to: recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, performance evaluations, and salary planning.
12. May perform other duties as assigned.

CERTIFICATIONS/SKILLS:

- Advanced knowledge of HTML.
- Basic image manipulations using bit-mapped and vector graphics packages.
- Basic audio and video editing and compression.
- Competency using Unix and NT operating system commands and file systems to manage and archive development and production files.

MINIMUM EDUCATION:

Bachelor's degree in education, informatics, or biomedical sciences.

MINIMUM EXPERIENCE:

Four years experience developing complex hypertext markup language (HTML) documents with embedded graphic, form, audio, video, applet and script objects required; experience as an educator with a concentration in instructional and/or informational design preferred.

PHYSICAL REQUIREMENTS:

Exerts up to 50 pounds of force occasionally and/or up to 20 pounds frequently and/or up to 10 pounds constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*