

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2026**

**MULTIMEDIA PRODUCTION MANAGER**

**FLSA STATUS: EXEMPT - PAY GRADE: 24 - P**

**JOB FAMILY: INFORMATION TECHNOLOGY JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Multimedia Production Manager provides leadership and operational oversight for the Digital Media Productions department. This position serves as the primary creative lead and departmental gatekeeper, managing the full production lifecycle from initial client consultation and script development to final post-production and distribution. The Multimedia Production Manager ensures all multimedia content aligns with the College's brand, accessibility standards, and educational mission while overseeing departmental budgets, studio scheduling, and team workflows.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Oversees the end-to-end production of high-quality video and multimedia content for educational, promotional, and instructional purposes, including scriptwriting, storyboarding, directing talent, conducting interviews, and coordinating narration.

Manages departmental workflows by triaging production requests, assigning crew resources, and scheduling the use of the TV studio and field equipment.

Supervises professional staff and student interns, providing mentorship, performance evaluations, and technical guidance to ensure project excellence

Directs multimedia support for major college events, including live-streaming, multi-camera setups, and technical coordination for large-scale ceremonies.

Develops and maintains the departmental budget, managing resource allocation, equipment procurement and adherence to financial guidelines.

Serves as the departmental authority on media accessibility and copyright law, ensuring that all media content produced and disseminated meet standards, is inclusive and legally sound.

Consults with faculty, administrators, and subject matter experts to translate educational goals into engaging visual media. Represents the department on institution-wide committees (e.g., Commencement, Convocation).

Provides multimedia production and visual communication support collegewide to support students, staff, and faculty

Performs other related duties, as required.

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### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution and three (3) years of related experience in multimedia production, including demonstrated success in scriptwriting and project management.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree in Communications, Digital Media, Film Production, or a related field from a regionally accredited institution and familiarity with accessibility standards and copyright/licensing protocols for digital media.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Effective:** 4/24/2026