

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: MEDIA SERVICES

### Level A, Pay Grade 5

<b>LEVEL DEFINITION</b>	This level covers positions responsible for managing the production and delivery of multi-media materials and services to clients.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing the production of multi-media materials and presentations; developing and implementing project plans and schedules; developing production budgets; consulting with clients regarding the design of educational and electronic media projects; developing video programs and multimedia materials for use in promotions, classrooms, labs and independent learning packages; developing concepts and writing copy for promotional materials; and conducting product seminars and presentations.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding the development of multimedia projects, schedules and budgets.
<b>SUPERVISION RECEIVED</b>	Works under general direction within guidelines and policies. Work is reviewed in terms of adherence to guidelines and industry standards.
<b>SUPERVISION EXERCISED</b>	Manages staff, consultants and crew involved in a multimedia project.
<b>MINIMUM QUALIFICATIONS</b>	Two year diploma in multimedia and broadcast production. Minimum of three years of related experience, or the equivalent combination of education and experience.