



El Camino College

Digital Media Producer



ABOUT THE ROLE

Under the direction of a supervisor, dean, or director, the Digital Media Producer performs technically complex duties requiring a comprehensive understanding of digital media production from conceptualization to final product. Plans, designs, develops, and oversees the production of high-quality digital media.

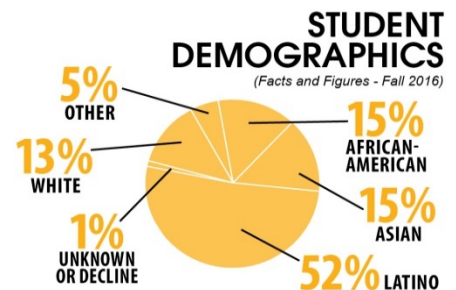
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

DIGITAL MEDIA PRODUCER

Division: Library and Learning Resources

Posting Closing Date: 03/20/2023

Req: C2223-156

Location: El Camino College

Position Type: Classified

REPRESENTATIVE DUTIES

Interact and collaborate with staff and faculty to determine digital media needs, identify production options, determine content, and coordinate needs and expectations for digital media productions. Serve as a key resource for digital media information. Resolve problems and/or questions involving digital media productions.

Plan, design, and create videos and various digital media content from conceptualization to final product. Ensure timely completion of project milestones. Coordinate and organize activities to meet production objectives.

Screen, select, train, and oversee student assistants and temporary workers, as needed. Plan and staff projects based on activities and timelines. Provide direction, training, and technical oversight of workers assigned to projects. Monitor progress and accuracy of work. Provide feedback, as appropriate.

Use advanced equipment and software to aid in the digital media production process for programs and events. Transport and set up equipment at various sites for the purpose of digital media production. Use hardware and software to store digital content for assigned projects.

Perform postproduction tasks. Review footage, making limited editorial adjustments to audio, color, lighting, and other corrections and/or effects using software packages to produce high-quality digital media content.

Operate, maintain, and service specialized digital media equipment, as needed.

Assist in the creation of comprehensive digital content archives. Maintain statistics and generate data, as needed.

Maintain currency on digital media production technology and best practices. Recommend to supervisor cost-effective software, hardware, and production equipment, as needed.

Perform other related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

BA in related field plus 4 years related experience or equivalent combination of education and related experience.

DESIRED QUALIFICATIONS

Willing to learn new skills.

Customer service skills.

Problem solving skills.

Demonstrated creativity.

Flexible work style.

Collaborative.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Comprehensive knowledge of audio, video, graphics, computers, and multimedia productions.
Experience working in a digital media production environment.
Thorough knowledge of video and audio production techniques, equipment, and terminology.
Knowledge of video editing and a variety of multimedia equipment.
Principles of providing training and work direction.
Methods and practices of thorough financial and statistical record-keeping techniques.
Basic math and correct English usage, grammar, spelling, punctuation, and vocabulary.
Experienced at establishing and maintaining cooperative and effective working relationships.

Abilities/Skills:

Technical aspects of field of specialty.
Ability to communicate effectively both orally and in writing.
Ability to meet schedules and deadlines.
Ability to manage multiple projects in a fast-paced environment.
Skilled in all areas of digital media production.
Skilled at analog and digital video/audio capture and file compression.
Skilled at manipulating graphics, audio, lighting, etc. using post-production software.

WORKING CONDITIONS

Typical office setting.
Extensive computer work.
Long periods of standing and sitting.
Ability to carry up to 25 lbs.
Ability to move from one work area to another as needed.

CLOSING DATE: March 20, 2023 at 3:00 p.m.

SALARY: (Step A) \$5,928 per month.

Salary increases are granted on the first day of the month following each year of service, until step F is reached.
Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Working hours will be in-person, Monday through Friday 8:00 a.m. until 5:00 p.m. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit proof of COVID Vaccination, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient

time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Pamela Jones

310-660-3593, Ext. 3748

pjones@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports, and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.