

Career Group Concept & Illustrative Examples of Work

Media Design and Production

(To Replace: UH Graphic Artist I-III, UH Theater Technician I-II, UH Media Technical Support Specialist, UH Media Specialist I-V, UH Distance Learning & Institutional Technical Manager)

Career Group Concept:

The Media Design and Production Career Group consists of positions that provide support to and/or management of media, exhibit and production services including graphic arts, theater production, costume design/construction, digital imaging, graphic communications, fabrication and maintenance of exhibits, multimedia productions and distance learning, digital imaging and/or provision of television, film, audio visual and video services. Positions in this Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

Illustrative Examples of Work:

Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.

Graphic Arts: Creates, designs and produces drawings, charts, graphs, diagrams, sketches, computer animation, video tapes and audio visual products, utilizing traditional techniques; designs, constructs and produces displays, exhibits, and interior layouts; lays out, designs and finishes a variety of art, graphics and media publications involving selecting and placing body type, headings, photographs, and illustrations; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

Theater Arts: Designs and constructs sets, theater stages, scenery and properties, sets up sound and staging requirements; designs and produces costumes; runs lighting and sound systems during events; coordinates the ordering or purchase of costumes, supplies and equipment; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures,

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practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

Multi-media: Creates, designs and produces a variety of graphic art work utilizing traditional techniques or with the assistance of computer based desktop publishing or other software; directs and produces video programming involving determining program format, setting production schedules, writing scripts, preparing story boards, editing video, and managing post-production activities; trains faculty and staff in the operation and care of a variety of multi-media equipment; coordinates the programming of interactive television, cable access, compressed video, satellites and other interactive video services; directs and manages a cable television station or multimedia education center; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.