

Senior Manager

The Center for Information Technology seeks a highly skilled and motivated Media Productions Manager to support our video production, audio setups, streaming, editing, and event planning needs. The successful candidate will manage a team of multimedia professionals and ensure the timely delivery of high-quality multimedia projects.

Reporting to the Director of Media Productions, the primary responsibilities of this role include: Planning and coordinating multimedia projects, including pre-production planning, shooting, editing, and post-production; Managing a team of multimedia professionals, including videographers, editors, and sound engineers; Budgeting and scheduling, ensuring that all multimedia projects are delivered on time and within budget; Maintaining equipment and software including cameras, lighting equipment, audio equipment, and editing software; Collaborating with internal teams including marketing, communications, and design and ensures that multimedia projects align with organizational goals and messaging; Developing and implementing new technologies and processes to improve multimedia production processes and workflows; and Training and supporting team members to ensure they have the necessary skills and knowledge to execute multimedia projects effectively.

Job Duties:

- Oversee all aspects of media production, including pre-production planning, shooting, editing, and post-production.
- Manage the team responsible for video production, audio setups, streaming, editing, and event planning.
- Plan, coordinate, and execute live-streamed events, including virtual conferences, webinars, and workshops.
- Develop and maintain relationships with external vendors, contractors, and partners to ensure the timely and cost-effective delivery of multimedia projects.
- Maintain and manage multimedia equipment and software, including cameras, lighting equipment, audio equipment, and editing software.
- Develop and maintain project timelines and budgets, ensuring that all multimedia projects are delivered on time and within budget.
- Identify and implement new technologies and processes to improve multimedia production processes and workflows.
- Collaborate with internal teams, including marketing, communications, and design, to ensure that multimedia projects align with organizational goals and messaging.
- Provide training and support to team members to ensure they have the necessary skills and knowledge to execute multimedia projects effectively.

Qualifications:

- Bachelor's degree in multimedia production, communications, marketing, or a related field.
- Minimum of 5 years of experience in media production, including video production, audio setups, streaming, editing, and event planning.
- Strong project management skills, including the ability to develop and manage project timelines and budgets.
- Excellent organizational skills and attention to detail.
- Strong interpersonal and communication skills, including the ability to collaborate with internal and external stakeholders.
- Proficiency in multimedia production software, including Adobe Premiere, Final Cut Pro, and Pro Tools.
- Experience with live streaming platforms, including Zoom, YouTube Live, and Facebook Live.
- Ability to work in a fast-paced, deadline-driven environment.
- Ability to lead and manage a team of multimedia professionals.

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.