



TEXAS DEPARTMENT OF LICENSING & REGULATION
920 Colorado, 7th Floor
Austin, Texas 78701
(512) 463-7184, Fax (512) 475-3377
Human.Resources@tdlr.texas.gov

JOB POSTING

Executive/ Office of Strategic Communication

Media Producer

Creative Media Designer IV

\$57,084- \$70,000.08 annually

\$4,757- \$5,833.34 monthly

Posting No: 1204-23

Opening Date: 12/22/22

Group: B22

Position: 556

Closing Date: Until Filled

Job Description

The Media Producer is selected by and responsible to the Strategic Communication Manager and reports to the Electronic Media Team Lead. The Media Producer performs advanced graphic and multimedia design and production work coordinating the conceptualization, design, and production of electronic media content. The Media Producer will develop program concepts, scripts, and pre-production elements, coordinate the production and the post-production work necessary to complete projects, working closely with executive management, division directors and agency staff as required. In conjunction with the Team Lead, the Media Producer will share responsibility for the operation of the broadcast facility and equipment used during the proceedings of agency Advisory Board and Commission meetings. The Media Producer works under minimal supervision with extensive latitude for the use of initiative and independent judgment. The Media Producer will perform other duties as assigned.

Essential Duties

- Coordinates the planning, design, development, and production of electronic media content supporting agency comprehensive communications efforts. Content may include but is not limited to training, presentations, public service / informational projects, public meetings and productions for statewide distribution.
- Operates and may supervise the operation of electronic media equipment including cameras, switchers, recording devices, lighting, microphones, editing equipment and the software necessary to create a variety of electronic media content.
- Operates and makes necessary adjustments to equipment in the broadcast facility during agency broadcasts, including Advisory Board and Commission meetings.
- Provides electronic media content and support for agency communications, including photography, scripting, audio and video recording, editing, graphics and media training.
- Assists in designing electronic media installations, modifying existing systems, evaluating equipment specifications, and making recommendations for the purchase of equipment and software.
- Researches, plans, and prepares operating and production procedures, production methods, and reports.
- Analyzes content for accessibility and recommends changes to make content accessible and to remediate accessibility issues.
- Monitors, analyzes, and reports on statistics and other means related to performance measures to effectively allocate resources, confers with management and advises on the status and progress of projects and processes.
- Advises agency staff regarding creative electronic media design trends and needs.
- Coordinates the maintenance of equipment, system components and software necessary in the creation of electronic media content.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff and team while upholding the agency's core values.
- Adheres to all TDLR personnel policies and performs related work as assigned.

Minimum Requirements

Three (3) years experience in graphic arts and electronic media production, including pre-and post-production, editing and webcasting required. Writing and/or editorial experience is also preferred. Graduation from an accredited four-year college or university with major course work in Communications, English or a related field, as well as graphic design experience, is generally preferred and may substitute for one (1) year of the experience requirement.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 25M Multimedia Illustrator, 165X RL - Special Duty Officer – Public Affairs, 4511 Recruiting Station Marketing and Communication, INF Public Information (Warrant) or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

Remarks

The successful candidate will have: Knowledge of graphic and media design; design principles; video production, editing, recording, and graphics; of quality electronic media content; electronic media industry standards and operations; of the use and application of repair and maintenance test equipment and tools; of instructional methods and techniques; and, of electronic and information resources (EIR) accessibility. Skill in the use of computer applications, the use of electronic media design software, audiovisual equipment and in communicating effectively and professionally, both orally and in writing, with technical and non-technical employees alike. Ability to plan the preparation and implementation of electronic media design projects; to design and produce graphics and electronic media content materials; to communicate effectively; and to assign and/or supervise the work of others.

Applications may be downloaded here <https://www.tdlr.texas.gov/employ.htm>. Mail, e-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only TYPED applications will be considered.**

This job is not covered by the Fair Labor Standards Act (FLSA).

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.