



# Example of Media Production Job Description

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Our company is looking for a media production. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for media production

- QC master digital files and create access copies
- Conduct footage research and/or archival research for productions, using in-house and external databases
- Research and fact check scripts
- Migrate files in legacy or proprietary digital formats to archival formats
- Instructs students in a classroom, lab, learning center or other setting as appropriate
- Provides student contact before or after class, or via telephone, e-mail exchanges or office hours where facilities and schedules permit
- Prepares, distributes and utilizes instructional support materials, including course syllabi, supplementary materials, instructional media and other devices as appropriate
- Incorporates the latest classroom technology when available and appropriate into instructional activities
- Structures classes and curriculum to correspond with the overall program objectives, prepares clear objectives for students in each course, and maintains and revises curriculum to maintain currency
- Understands, develops and provides a learning environment that supports diversity and incorporates sensitivity to diversity within the college community

## Qualifications for media production

- Ability to juggle many projects at once and remain organized and

- Experience with script writing
- Strong communication skills are a must as is having a fantastic eye for detail and accuracy
- Needs to have plenty of initiative to be able to develop confidence to carry out tasks with little supervision and able to look ahead to gain experience by undertaking new responsibilities
- Must be able to approach all problems and issues with a positive 'can do' attitude especially with routine and ad-hoc tasks plus be confident in liaising with all departments at varied levels