



USC University of
Southern California

Media Center Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	173234
<i>Job Title:</i>	Media Center Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Digital/Multimedia
<i>Job Family Group:</i>	Multimedia 1
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Oversees planning and delivery of digital media projects and programs within a university media center. Coordinates and supervises the facilities' production and activities schedule. Manages the facilities' open and close procedures; oversees related safety, security, and compliance protocols. Develops and manages operational and project budgets. Manages employees and student workers. Oversees technical support staff. Leads cross-functional teams to ensure the successful completion of projects and news programs. Directs, leads, and participates in media center technology training programs.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Media Studies	Or
X		Bachelor's degree	Journalism	Or
X		Bachelor's degree	Communication Studies	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Media Studies	Or
	X	Master's degree	Journalism	Or
	X	Master's degree	Communication Studies	Or
	X	Master's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	of experience as a digital media production manager or similar role, preferably in news production and/or higher education settings.
	X	7 years	of experience as a digital media production manager or similar role, preferably in news production and/or higher education settings.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		In-depth knowledge of digital media production processes (e.g., pre-production, production, post-production) within the context of news and educational content.
X		Familiarity with news production workflows, journalistic ethics, and emerging digital media technologies.
X		Strong foundation in media asset management and media archiving strategies.
X		Demonstrated leadership, interpersonal, organizational, critical thinking and analytical skills.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Demonstrated understanding of DEIA competencies; ability to build, develop, and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
X		Excellent project management skills, with the ability to prioritize tasks, manage deadlines, and adapt to changing project requirements.
X		Proficiency in industry-standard production tools and software (e.g., Adobe Creative Suite, Final Cut Pro, Avid Media Composer).
	X	Expert knowledge and understanding of communications principles, concepts, practices, and technical requirements in print and broadcast news, online media, and media relations, and the roles, processes, and protocols of each platform.
	X	Demonstrated budget management experience (e.g., purchasing and tracking inventory, monitoring financial documents, organizing data).
	X	Established reputation and relationships with local, regional and national media.
	X	Multilingual communication skills; fluent in Mandarin, Spanish, Korean and/or other languages beyond English.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages the facilities' production and activities schedule, ensuring optimal utilization of resources and adherence to curricular constraints and deadlines. Develops and manages project plans, timelines, and budgets for digital media production projects. Coordinates event logistics, technical requirements, training requirements, and staffing needs for productions and activities held in the facilities. Manages facility open and close procedures, including equipment setup and maintenance. Directs and coordinates portable equipment requirements for students and programming. Leads and coordinates facility tours for guests, including prospective students and donors. Builds and maintains a repository of workflow training artifacts (e.g., workflow diagrams, quick reference guides, video tutorials).				
Directly manages a team full-time employees and student workers. Oversees technical support staff. Provides guidance and support to team members throughout the production process, ensuring adherence to timelines, quality standards, and educational goals. Assigns project tasks and responsibilities to team members; monitors progress, ensures milestones are met, and conducts performance evaluations. Directs, leads, and participates in media center technology training programs (e.g., developing studio workflows, identifying news rundown solutions, teleprompter training) for approximately 500 unique students per semester.				
Collaborates with journalists, editors, educators, videographers, and web specialists to ensure content meets project objectives and aligns with established standards. Leads internal stakeholders (e.g., journalists, educators, technical teams) to align production objectives and deliver successful projects and programs. Leads external stakeholders (e.g., faculty members, administrators) to gather project requirements and ensure alignment with educational and journalistic objectives. Ensures accurate project/activity scheduling and effective communication with internal and external stakeholders.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages resources, including equipment and software, to optimize efficiency and quality of production. Develops and manages project and operational budgets, ensuring cost-effective utilization of resources while maintaining quality standards. Identifies potential budget constraints and proactively proposes solutions to minimize risks. Monitors expenses, tracks project costs, and provide regular reports to stakeholders. Identifies and establishes relationships with external vendors, contractors, and freelancers as needed, ensuring their adherence to established quality and ethical standards. Manages relationships with vendors and ensures timely delivery of outsourced project components.				
Implements best practices and industry standards in news production workflows and educational media practices. Continuously evaluates and improves production processes to optimize efficiency, student experience, and maintain high standards of quality. Conducts thorough reviews and quality checks of all digital media production systems and workflows. Oversees safety, security, and compliance protocols within the facilities, ensuring adherence to industry standards and relevant regulations. Identifies opportunities for process improvements; implements streamlined procedures to enhance operational efficiency and effectiveness.				
Maintains currency on emerging trends, technologies, and best practices in media production and facility management; implements relevant advancements when appropriate. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/	

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.