

**RANGE HA2**

**JTC NO. H83  
FLSA EXEMPT E**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Project Producer I

**DATE PREPARED:** Fall 2010

**DATE REVISED:** Fall 2011; Spring 2012; Fall 2012; Spring 2017

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**GENERAL SUMMARY:**

Responsible for organizing and controlling project work throughout the project lifecycle. Position is responsible for the development and delivery of project goals and objectives; and quality assurance. Responsible for ensuring that project remains within the budget, scope, and timeline(s) established.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher in video, film, broadcast production or related field plus three years' experience in supervisory production position in applicable media format or related field. Must have highly developed language skills, capable of mastering and interpreting course material or client's concept to create effective visual media capable of being delivered in a variety of distribution formats. Ability to utilize various media hardware and software tools, such as graphics, video editing, video compositing and web-based programs. Must be proficient with computer technology to access data, maintain records, and generate reports. Ability to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*