



Communications Job Family: **Multimedia Editor Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Multimedia Editor INDIVIDUAL CONTRIBUTOR	Multimedia Producer INDIVIDUAL CONTRIBUTOR	Multimedia Senior Producer INDIVIDUAL CONTRIBUTOR	Multimedia Executive Producer MANAGEMENT
		Perform/be able to perform the duties and responsibilities of the Multimedia Producer	Perform/be able to perform the duties and responsibilities of the Multimedia Sr. Producer
Coordinate team to create and produce multimedia productions	Direct and supervise team, and external vendors to create and produce multimedia productions.	Supervise department Producers, freelance writers and editors, and external productions companies and guide the creative and financial execution of projects	Provide editorial vision and guidance to all multimedia content created by the Program. Provide the highest level of producing skill over functional areas
Develop projects, write and edit scripts	Develops, writes, edits and produces projects for digital media	Define projects, organize internal and external project teams and direct project activities	Define projects, oversee organization of project teams and direct project activities
Use software editing suite and standard office software	Research, evaluate and recommend relevant technology and software innovations for production and post-production objectives		Make decisions regarding policies and procedures, research, planning and development activities.
Research/recruit material and/or video record for the productions	Research ideas via internet searches, phone communication and field scouting		
Produce the video production, and assist in mastering of the final products	Develop production schedule, shoot and/or edit plan and identify logistical demands.	Manage or leads the planning, implementing, and tracking on significantly complex projects	Create, approve and hold accountability for the Program technical operations, operating budget and all project budgets
Recruit material and/or video record for archive and	Develop and coordinate the production and	Consult with internal and external clients to develop,	

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productions, produce the video production, and assist in mastering the final products	dissemination of information through multimedia.	implement and evaluate project strategies	
Assist in mastering of the final products	Finalize and master project and fulfill all editorial and technical deliverables	Make recommendations regarding production procedures, relating to maximizing the efficiencies of project research, planning and development activities	
.	Create draft proposals and final project proposal for approval	Consult with faculty, staff, and administrators to develop communication strategies for projects	Provide overall strategic planning, leadership and accountability for all aspects of the Multimedia Program
	Oversee project budgeting and the securing budget approval		
	Identify and secure access to project subjects and relevant locations	Provide final decision-making on select department procedures	Responsible for the Program policies and procedures and their alignment with operating standards for performance and acceptable practices.
		Maintain relationships with industry sources for freelance producers, writers, editors, and cinematographers	Manage Program relationships with all internal and external partnerships
			Develop and execute new business opportunities, incorporating multimedia. Recommend course of action to Programs and external partnerships for improving strategies
			Develop a solid understanding of university, college and unit policies relating to human resources, financial and information technologies.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11236 MULTIMEDIA EDITOR, BAND E	11237 MULTIMEDIA PRODUCER, BAND F	11378 MULTIMEDIA SENIOR PRODUCER, BAND G	11379 MULTIMEDIA EXECUTIVE PRODUCER, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree; 2 but less than 4 years of experience or equivalent.	Bachelor's degree; 3 but less than 5 years of experience or equivalent.	Bachelor's degree; 3 but less than 5 years of experience or equivalent.	Bachelor's degree; 5 but less than 7 years of experience or equivalent.
IMPACT	Moderate impact	Moderate impact	Moderate impact	Substantial impact
CONTACTS - INSIDE	Receive instructions Provide information to immediate associates and supervisor	Receive instructions Provide information to immediate associates and supervisor	Coordinate major activities Persuade others to take particular course of action	Coordinate major activities May involve sensitive situations
CONTACTS - OUTSIDE	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction

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SUPERVISION	Provide regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks	Day-to-day supervision to employees within the dept	Day-to-day supervision to employees within the dept	Responsible for providing supervisory direction to other supervisors
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes or programs Work requires reasoning skills and judgement.	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills.	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills.	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment.
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	General supervision Some interpretation of established work policies and procedures is required	Very general Supervision Interpretation of work policies and procedures required. May deviate from standard work practices	Very general Supervision Interpretation of work policies and procedures required. May deviate from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction
EFFECT OF DECISION MAKING	Directly affect a functional area Minimal effect on students and employees	Directly affect a functional area Minimal effect on students and employees	Directly affect several dept within a college Significant effect on students and employees	Directly affect several dept within a college Significant effect on students and employees

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WORKING CONDITIONS	Normal working conditions including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required