Cornell University Staff Compensation Program Generic Job Profile Summaries

Compensation Services

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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 |

| Multimedia Editor INDIVIDUAL CONTRIBUTOR | Multimedia Producer INDIVIDUAL CONTRIBUTOR | Multimedia Senior Producer INDIVIDUAL CONTRIBUTOR | Multimedia Executive Producer MANAGEMENT |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recruit material and/or video record for archive and productions, produce the video production, and assist in mastering the final products | Develop and coordinate the production and dissemination of information through multimedia. | Consult with internal and external clients to develop, 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 and 2 to 4 years relevant experience or equivalent combination. | Bachelor's degree and 3 to 5 years relevant experience or equivalent combination. | Bachelor's degree and 3 to 5 years relevant experience or equivalent combination. | Bachelor's degree and 5 to 7 years relevant experience or equivalent combination. |
| 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 |

| FACTOR PROFILE | 11236 MULTIMEDIA EDITOR, BAND E | 11237 MULTIMEDIA PRODUCER, BAND F | 11378 MULTIMEDIA SENIOR PRODUCER, BAND G | 11379 MULTIMEDIA EXECUTIVE PRODUCER, BAND H |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |
| 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 |

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