**Position Title:** Director of Media Production  
**Department:** Marketing  
**Reports To:** Vice President for Marketing  
**Supervision Exercised:** n/a  
**FLSA Status:** Exempt, full time  
**Prepared/Reviewed By:** Steve Wenig/Russell Kelban  
**Prepared Date:** 11/2/2021  
**Approved By:** Janice Romano  
**Approved Date:** 12/9/2021

**Summary and Primary Functions:** This position is responsible for the planning, management, and execution of the Oregon Symphony’s media activity including the livestreaming of orchestra concerts, archival, all audio/visual capture of the orchestra, promotional, and other special video products. The Director of Media Production (DMP) works collaboratively with all departments and most closely with operations, artistic, and marketing personnel to ensure content is effectively and efficiently produced, captured, and streamed, and that all media products reflect the highest quality and artistic standards while meeting key milestone and release dates.

**Essential Duties and Responsibilities:**

1. In consultation with the Vice President for Marketing and Strategic Engagement, the Vice President and General Manager, and other senior staff, advises on long-term planning of all Oregon Symphony media activity and serves as the producer of media projects.

2. Working collaboratively with the operations team, the DMP designs and plans all livestreaming concert activity including the engagement and supervision of all A/V related vendors, including audio engineers and video production personnel. Creates the production schedule. Produces and oversees the direction of all concert livestreams. The DMP works directly with the design team to secure all required design assets for inclusion in all livestream activity.

3. Under the direction of the marketing team, the DMP plans, schedules, and produces additional bonus content to accompany livestreams and promotional footage including trailers, b-roll capture, guest artist and musician interviews, behind the scenes and rehearsal footage, creating any necessary shot lists, visual treatments, and storyboards.

4. Manages and coordinates any postproduction, review/approval and editing processes, coordinating with third party vendors, as needed.

5. Provides support and expertise to the development department for the creation of the annual gala video and other fundraising video needs.

6. Accurately creates, monitors, and updates all budgets for media activity and makes timely reports of adjustments to appropriate parties.
7. Responsible for the research, purchasing decisions, acquisition, inventory, proper care, maintenance, and storage of all audio/video equipment owned by the Oregon Symphony. Stays current on the latest trends and capture processes in the industry.

8. Manages and maintains Oregon Symphony audio and video archives.

9. Attends marketing, operations, production, and other department meetings as required and responds to requests for service and assistance from other departments.

10. Performs other duties and special projects as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience –**
- Undergraduate degree in music, film production, cinematography, or equivalent experience.
- At least 7 years’ experience in the orchestra or performing arts field or media or film production industry.
- A good understanding of classical music and how orchestra, ballet, operatic or dramatic theatre performances are planned and produced.
- Experience producing and/or directing video or media products.
- Experience working with A/V systems and equipment for the capture and livestreaming of content.
- Proven ability to plan long- and short-term media projects that involve stakeholders across multiple departments.
- Excellent track record for identifying and meeting key milestones that lead to the delivery of the final product.

**Strategic Thinking and Innovation** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions; Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.

**Language Skills** - Excellent communication skills (written and oral). Ability to read, analyze, and interpret complex documents including the musician’s Collective Bargaining Agreement (CBA), Integrated Media Agreement (IMA) and other union contracts as needed. Excellent organizational and motivational skills.

**Mathematical Skills** - Ability to budget and project expenses for multiple complex programs with accuracy and timeliness. Ability to monitor budgets effectively.

**Reasoning Ability** - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work effectively and diplomatically with diverse personalities, including Symphony musicians, other staff, conductors, guest performers, stage crew.

**Computer Skills** – Fluency in a chosen livestreaming software and workstation as well as working knowledge of online streaming platforms such as YouTube, Facebook, Vimeo, etc. Knowledge or proficiency in Adobe Cloud products such as Audition and Premiere a plus. Computer proficiency in all Microsoft office platforms including Outlook, Word, and Excel.
**Other Skills and Abilities:**
Understanding of the operations of professional orchestras. Appreciation for, understanding of, and sensitivity to the needs of professional musicians and conductors. Ability to work effectively and diplomatically with diverse personalities. Ability to work effectively under pressure. Ability to improvise and respond to unusual circumstances and requests with an attitude of service and flexibility. Strong teamsmanship and service orientation. Acute attention to detail. Ability to balance multiple priorities, work independently and collaborate on projects. Sense of humor.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to move near and around delicate instruments and stage equipment in tight quarters without disturbing or jeopardizing safety of same. Ability to use fingers and hands to use computer; While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus in order to use computer monitor. The employee is occasionally required to move objects weighing up to 30 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is exposed to moving mechanical parts typical of a backstage area of a concert hall. The employee’s environment shall include an office setting, concert hall, and other locations that are specific to off-site video capture and production. The noise level in the work environment is usually moderate.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

**Ethics** - Treats everyone with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Maintains confidentiality.

**Customer Service** - Manages difficult or emotional customer situations, both internal and external; Responds promptly to customer needs; Solicits customer feedback to improve service.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Diversity** – Understands the value and importance of Diversity, Equity and Inclusion within the workplace and more specifically within the performing arts field. Seeks to grow in their own development of DEI. Examines own individual biases and assumptions.
Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Communication – Speaks and writes informatively, clearly and persuasively; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Change Management and Adaptability - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Business Acumen and Fiscal management - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals; Works within approved budget; Contributes to profits and revenue; Develops and implements cost saving measures; Conserves organizational resources.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; observes safety and security procedures; Respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats everyone with respect and consideration; Accepts responsibility for own actions; Follows through on commitments.

Quality and Quantity - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Dependability - Is consistently at work and on time; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan; Plans in advance for time off.
Motivation and Initiative – Requires minimal supervision; Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.