

Job Description

Position Title	MSN Production Consultant		
Business Unit	Department of Nursing MSN	Status:	Contract (Short-term Part-time Hourly)
Reporting to	MSN Project Director	Salary Range:	

Background	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position	<p>The Production Consultant/Producer will be responsible for directing the production of studio-based projects, primarily implementation of MSN Program Information Sessions for pre-recording and live sessions. This includes managing audio and video recordings with use of standard recording equipment. Additional responsibilities include oversight of student workers to accomplish approved finished products. This requires collaborative work with MSN grant staff and SWAU Communication department faculty and workers. The Production Consultant will uphold the University's Vision and Mission in faculty, staff, and student interactions and production practices.</p>

Responsibilities	<ul style="list-style-type: none"> • Meet with MSN Grant staff to understand the purpose of the desired production-MSN Program Info sessions. • Direct the set-up, recording, and editing of the product. • Meet with the Communications Dept. Chair regularly to manage student workers and their learning opportunities. • Develop a comprehensive production and delivery plan. • Finalize elements such as set design, branding, graphics, and music/SFX.
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Proficient and effective communication skills • Maintain a high degree of professionalism • Demonstrate skills in time management, prioritization, and flexibility • Demonstrate a high commitment to quality production • Effectively uses appropriate technology and tools utilized for quality productions • Experience in production and corporate project management
Requirements	<ul style="list-style-type: none"> • Experience in directing and producing video content for companies/corporations for instructional and/or PR applications. • Preferred: Three years of experience in quality video production
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	