

# Director of Production



Date:	June 2014
Job Title:	Director of Production
Position type:	Full time
Location:	Scottsdale, AZ
Reports to:	Vice President, Product Development

## Position Overview:

The Director of Production leads the operational and strategic efforts in designing, developing and delivering high quality web-based curriculum solutions for the K12 market.

## Essential Functions:

- Owns and is accountable for the project schedule, budget, resource allocation, and timely delivery for all courses and products on the Edgenuity publishing plan.
- Defines strategic vision and owns the operational effectiveness of entire Production team; manages the creative direction; instructional design, and workflows required in the delivery of learning applications and product development tools.
- Drives operational and process efficiencies, including project management, budgetary, and communication devices that ensure on time delivery of effective online solutions.
- Manages the development of the functional specifications and use case documents for new content, courses, and learning solutions.
- Acts as a liaison between curriculum and engineering to ensure any new requirements for all online content, products, and tools are built to specification.
- Drives the strategy for hiring new teacher talent who deliver the lesson content within the Virtual Classroom; establishes protocols managing the scheduling of all teacher filming and audio recording.
- Effectively coach and mentor department employees; proactively support employee involvement and development; counsel employees on performance standards; completes and administers accurate and timely performance reviews.
- Performs other duties upon request.

## Qualifications:

- Bachelor's Degree in education, audio and video production, or a related field required; Master's Degree preferred.
- Three year's prior managerial responsibility; working with remote teams preferred.
- Seven year's work experience managing web-based educational software products.
- Experience working in the education field, including teaching, working with school districts or other education-related organizations.
- Respectful and outstanding leadership skills that motivates staff to focus their energy on achieving business goals.
- Ability to plan and manage at both strategic and operational levels.
- Strong analytical, planning and budgeting skills. Ability to influence others.
- Highly motivated with excellent verbal and written communication, presentation and problem solving skills.

- Self-starter with strong organizational and time management skills, self-directed and able to handle multiple priorities with demanding timeframes.
- Ability to work collaboratively with colleagues and staff to create a high-quality results-driven, team oriented environment.
- Willingness and ability to work flexible hours and travel (up to 25% travel); may include overnight travel.
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook. Working knowledge of NetSuite preferred. Online video chat and database software and an understanding of cloud-based Web Technology preferred.

### **Physical Demands & Work Environment:**

Regularly sit, stand, walk, reach, and use hands to handle, feel and operate computers and other office equipment.

- Occasionally lifts or exerts force up to 15 lbs.
- Work environment is in an office with moderate noise and no exposure to environmental elements

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