



TYLER PERRY STUDIOS

Job title	<i>Manager Camera and Audio Department</i>
Reports to	<i>Director of Studio Operations</i>

Job Summary

The Manager of Camera and Audio Department, acts as the studio point of contact for all client requests from these departments. This position requires an in-depth knowledge of these disciplines. This position is responsible for check in/out, maintenance, inventory management, expansion, estimates and billing for the department.

Position Type

This is a regular full-time position.

Essential Functions

- Creating and submitting proposals and bids for rentals as requested by clients and Studio Operations
- Scheduling/managing rentals and returns
- Overseeing the maintenance and repair of rental assets for the department
- Managing and improving workflow
- Maintaining and preparing departmental assets for rental by production
- Maintaining an accurate database of all departmental assets
- Recommending departmental purchases for budgeting
- Conducting a semi-annual inventory of all departmental assets
- Ensuring that rental tracking software is current and accurate
- Providing exceptional customer service and expertise as a point of contact for clients
- Building a collaborative relationship with all departments
- Flexibility in work hours to include nights and weekends as required
- All other duties as assigned.

Competencies

- Hands on experience in both the camera and audio disciplines of production
- Demonstrated process improvement skills
- Demonstrated ability to multitask
- MS Office and inventory management software competency
- Demonstrated collaboration and communication expertise
- Flexibility

Work Environment

This job operates in both a clerical, office setting, as well as a warehouse setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, in addition to warehouse equipment including, but not limited to, forklifts, pallet-jacks, stakebed trucks, and box trucks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Incumbents in this position must be alert and in good physical condition, and able to exert focus and physical strength for prolonged periods of time.

EEO Statement

Tyler Perry Studios provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tyler Perry complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Tyler Perry Studios expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Tyler Perry Studios employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Director HR Signature _____ Date _____