AUBURN
Human Resources

Assoc AD, War Eagle Productions

Job Description

JOB INFORMATION

Job Code	BA63
Job Description Title	Assoc AD, War Eagle Productions
Pay Grade	AT11
Range Minimum	$95,060
33rd %	$123,580
Range Midpoint	$137,840
67th %	$152,100
Range Maximum	$180,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	9/4/2024 10:14:11 AM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Video Productions

JOB SUMMARY

Reporting to the Senior Associate Athletics Director of Fan Experience & Creative, the Associate Athletics Director (AD) of War Eagle Productions oversees the overall operations of the three units within the War Eagle Productions team which includes Live Broadcast, Videoboard Operations, and Broadcast & Network Systems.

RESPONSIBILITIES

- Oversees the overall operations of the three units within the War Eagle Productions team, including Live Broadcast, Videoboard Operations, and Broadcast & Network Systems. Live Broadcasts include SEC Network broadcasts and other various live operations within the War Eagle Productions control room. Videoboard Operations include the operations of video boards within Jordan-Hare Stadium, Neville Arena, Plainsman Park, Auburn Soccer Complex, Jane B. Moore Field, James E. Martin Aquatic Center, and Auburn University Equestrian Center. Broadcast & Network Systems includes a team of broadcast engineers who manage broadcast equipment and hardware within a broadcast control room.
- Oversees external partnerships and contract management within technology partnerships utilized by Auburn Athletics which include Auburn audiovisual (AV) and Daktronics.
- Leads the daily activities of the War Eagle Productions team and assumes responsibility for all facets of the team’s operations, including fostering innovation and upholding the team’s status as a leader in live production.
- Exhibits a culture of collaboration between War Eagle Creative, Fan Experience, and War Eagle Productions units to maximize the experience for student-athletes, fans, alumni, and students.
- Establishes, cultivates, manages, and maintains effective working relationships with ESPN/SEC Network, Auburn Sports Properties, and other departments both outside of and within Athletics, which includes campus partnerships.
- Oversees and manages the annual operations budget within War Eagle Productions. Responsible for forecasted spending and management of deferred maintenance.
- Oversees revenue generation and revenue streams that fall within War Eagle Productions' purview.
- Oversees all HR responsibilities within War Eagle Productions, which includes payroll, creation of job descriptions, hirings, and the onboarding and offboarding of full-time and part-time employees.
- Develops and implements strategies for War Eagle Productions' role within the external landscape of Auburn Athletics
- Manages and oversees the creation, deployment, and updates to the WEP organizational structure, policies, and procedures.

RESPONSIBILITIES

- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Communications, Radio television and Film, Broadcast Journalism, Engineering, or related field.	and	7 years of	Experience in multimedia or video production services, preferably in an athletic setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of live video and post production procedures and various communications mediums.	
Knowledge of a broadcast control room, such as: broadcast standard camera assignments, video switchers, replay machines, etc.	
Strong problem solving skills, conflict resolution, ability to adapt and collaborate, and interpersonal skills; ability to work well and collaborate effectively with and/or supervise others.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.