AUBURN
Human Resources

# Coord I, Broadcast Operations & Live Events

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | BB06A |
| Job Description Title | Coord I, Broadcast Operations & Live Events |
| Pay Grade | AT04 |
| Range Minimum | $41,520 |
| 33rd % | $48,440 |
| Range Midpoint | $51,900 |
| 67th % | $55,350 |
| Range Maximum | $62,270 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 130 Director Intercollegiate Athletics |
| Approved Date: | 11/14/2024 11:39:34 AM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Athletics |
| Job Function: | Athletics Video Productions |

## JOB SUMMARY

Coordinates the production (digital and live events) and creation of video content for Auburn University Athletics sports programs which are disseminated through the Athletics venues' video boards, SEC Network, websites, syndicated television programming, and other multimedia outlets.

## RESPONSIBILITIES

- Coordinates multiple aspects of live production for digital SEC Network broadcasts. Positions worked include but are not limited to producer, director, technical director, associate producer, associate director, camera, replay, and other positions as needed.
- Coordinates multiple aspects of live production for Auburn Athletics videoboards. Positions worked include but are not limited to Daktronics show control, director, producer, technical director, camera, replay, and other positions as needed.
- As an event-day crew member, responsible for oversight of student and TES staff assigned to each event.
- May manage specific aspects of the production of live regular-season linear events in a collegiate setting according to required standards, protocols, and specifications. Functions in a variety of roles depending on skillset, schedule, and desired outcomes. Includes leading/supervising staff in all aspects of production. Positions worked could include but are not limited to Technical Director, Associate Producer (AP), Assistant Director (AD), and Replay.
- Creates and leads training programs for Directors, Technical Directors, Graphics Operators, and Replay Operators.
- Assists in hiring TES employees and assists with hiring students into the War Eagle Productions Student Program.
- Assists in collaborating and integrating the video services department and off-campus entities for content creation and delivery.
- Assists with engineering support for live and postproduction equipment and facilities.
- Assists in the fulfillment of corporate sponsorships in conjunction with Auburn Sports Properties.
- May be responsible for supervising others when working with linear ESPN events.
- 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

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|---|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## 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 Media Studies, Communications, RTVF (Radio, Television, Film), Broadcast Journalism, Journalism Sports Production, Engineering, or related field. | and | 1 year of | Experience in television production, videoboard operation, engineering, or in an athletics video production setting. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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 | | | |
| Talking | | | X | | | |
| Hearing | | | X | | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| 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.