AUBURN
Human Resources

Coord II, Broadcast Operations & Live Events

Job Description

JOB INFORMATION

Job Code	BB06B
Job Description Title	Coord II, Broadcast Operations & Live Events
Pay Grade	AT05
Range Minimum	$43,910
33rd %	$52,690
Range Midpoint	$57,080
67th %	$61,480
Range Maximum	$70,260
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	11/14/2024 11:40:53 AM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Video Productions

JOB SUMMARY

Coordinates the production (digital and linear 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 event-day crew member, responsible for oversight of student and TES staff assigned to each event.
- Manages specific aspects of 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/supervision of 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 the hiring of TES employees and assists with the hiring of students into the War Eagle Productions Student Program.
- Collaborates with off-campus entities and integrates productions into the video services department.
- Works in partnership and collaborates with the War Eagle Creative, Fan Experience, War Eagle Plus, and Auburn Sports Properties units to achieve maximum output of high-quality productions.
- Collaborates with multiple Athletics external departments and assigned sports teams in weekly meetings and team goals and strategies.
- Provides 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

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	2 years 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

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		
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.