AUBURN
Human Resources

Sr. Producer Live Operations

Job Description

JOB INFORMATION

Job Code	BB43
Job Description Title	Sr. Producer Live Operations
Pay Grade	AT07
Range Minimum	$55,920
33rd %	$68,970
Range Midpoint	$75,490
67th %	$82,020
Range Maximum	$95,070
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/22/2018

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Video Productions

JOB SUMMARY

Responsible for the creative direction and administration of assigned sports telecasts and productions. Oversees the program development and the on-site activities of telecast production crews.

RESPONSIBILITIES

- Plans and coordinates the full scope of production activities for assigned technical and production personnel.
- Enhances the current philosophy, line-up, continuity, look, and feel of assigned telecasts. Engages in the design and implementation of innovative graphics for sports productions.
- Oversees pre-production arrangements for assigned sports telecasts by creating production schedules, establishing the format and sequence of live events, and determining the technical needs of each telecast.
- Oversees and implements all production-related decisions at the venue before and during the event. Leads the moment-to-moment editorial content direction for each telecast including show content, storylines, replay angles, graphic content, post-game interviews, and commentator information.
- Assists with the creation of high-end videos for Auburn Athletics and coordinates the production of video highlight packages for assigned sports.
- Conducts research on sports information to obtain materials necessary for the production.
- Supports the fulfillment of corporate sponsorship with Auburn Sports Properties. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulation 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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 relevant field.	and	4 years of	Experience in television or video production services, preferably related to a sports program.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of video and television production including live and post-editing functions.	

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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.