AUBURN
Human Resources

Live Events Producer

Job Description

JOB INFORMATION

Job Code	BB49
Job Description Title	Live Events Producer
Pay Grade	AT06
Range Minimum	$50,500
33rd %	$60,600
Range Midpoint	$65,650
67th %	$70,700
Range Maximum	$80,800
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	5/2/2024 9:05:24 AM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Video Productions

JOB SUMMARY

Reporting to the Director of Live Operations & Programming, the Live Events Producer coordinates, supervises, and executes multiple aspects of a live production for athletic sporting events, which includes the preparation of creative, administrative, and operational sides of a live event or broadcast. Live Events and Productions include, but are not limited to SEC Network live digital broadcasts and in-house video board live productions.

RESPONSIBILITIES

- As associate producer, oversees the preparation of all graphical aspects of digital broadcasts which includes conducting research on sports information to obtain materials necessary for the production.
- As event-day network producer, coordinates all aspects of an SEC digital production, which includes but is not limited to replay operators, on-air talent, director, graphics producers, event management, media relations, and time-out coordinator.
- As event day-associate producer, oversees all aspects of the graphics on a game day which includes personnel, design, and implementation.
- Coordinates with editors, graphic designers, Daktronics operators, and video producers on the preparation and implementation of all assets for football video board event-day productions.
- Coordinates and executes event-based elements and sponsorships on the football video board, football stadium, and Auburn Arena concourse televisions throughout in-venue live events.
- Collaborates with multiple Auburn Athletics departments and Auburn Sports Properties to fulfill all sponsorship, marketing, and promotional needs.
- Supports event days operations as needed, including camera operator, and replay operator.
- 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 Communications, RTVF (Radio, Television, Film), Broadcast Journalism, Media Studies, Journalism Sport Production, or related field.	and	3 years of	Experience in coordinating multiple aspects of a live production to include execution of creative, administrative, and operational sides of a live event or broadcast. Experience in an athletic event production is desired.	Or
Associate's Degree	Degree in Communications, RTVF (Radio, Television, Film), Broadcast Journalism, Media Studies, Journalism Sport Production, or related field.	and	5 years of	Experience in coordinating multiple aspects of a live production to include execution of creative, administrative, and operational sides of a live event or broadcast. Experience in an athletic event production is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of a broadcast control room, such as: broadcast standard camera assignments, video switchers, replay machines, etc.	
Knowledge of live video and post-production procedures and various communications mediums.	
Knowledge of athletic media production, communication, and dissemination techniques and methods.	
Knowledge and ability to follow guidelines and policies set forth by SEC Network, Auburn University, and third-party partners.	
Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.	
Ability to analyze information and evaluate results to choose the best solution and solve problems.	
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.	
Ability to work quickly, efficiently, and with adaptability under strict deadlines.	

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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.