
Auburn University Job Description

Job Title: **Producer, Live Events**

Job Family: No Family

Job Code: **BB49**

Grade AT06 \$45,400 - \$72,600

FLSA status: Exempt

Job Summary

Reporting to the Senior Producer Live Operations, 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.

Essential Functions

1. 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.
2. 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.
3. As event day-associate producer, oversees all aspects of the graphics on a game day which includes personnel, design, and implementation.
4. Coordinates the scheduling of full-time, TES, students, and professional service contractors who work video board events of Auburn Athletics, special events of Auburn University, and all linear and digital events broadcast on the SEC Network and ESPN family of networks.
5. 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.
6. 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.
7. Collaborates with multiple Auburn Athletics departments and Auburn Sports Properties to fulfill all sponsorship, marketing and promotional needs.
8. Performs other duties as needed on event days, i.e. camera operator, replay operator.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Communications, RTVF (Radio, Television, Film), Broadcast Journalism, Media Studies, or related field.
Experience (yrs.)	3	Experience in coordinating multiple aspects of a live production for athletic events to include execution of creative, administrative, and operational sides of a live event or broadcast.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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 evaluating 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.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 2/3/2022

