

### JOB INFORMATION

Job Code	BB54
Job Description Title	Asst AD, Live Operations Programming
Pay Grade	AT09
Range Minimum	\$64,100
33rd %	\$81,200
Range Midpoint	\$89,800
67th %	\$98,300
Range Maximum	\$115,400
Exemption Status	Exempt
Approved Date:	7/8/2024 9:13:41 AM

### JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Video Productions

### JOB SUMMARY

The Assistant Athletics Director (AD), Live Operations and Programming oversees, coordinates, and executes the athletics department's live productions operations, which include the scheduling of digital shows based on available inventory, serving as the production point of contact for Entertainment and Sports Programming Network (ESPN) and Southeastern Conference (SEC) Network, and ensuring the department's overall product meets industry standards. Live productions include both in-venue and remote location video board shows, as well as digital and linear broadcasts that originate out of the athletics department control rooms.

### RESPONSIBILITIES

- Serves as the production point of contact between ESPN, SEC Network, and Auburn Athletics.
- Ensures all broadcast and quality standards set by Auburn University, the SEC, and external stakeholders are maintained.
- Selects from available broadcast inventory and decides the broadcast level of coverage (i.e. digital, pass-through, etc.) for the selected event, and communicates decisions with ESPN.
- Collaborates with University administration and staff on the selection of pass-through broadcasts outside of War Eagle Productions control rooms. Partners with the School of Communication and Journalism to for yearly planning and sports broadcasting events selection.
- Collaborates with third-party vendors and clients, external entities (ESPN), and multiple Auburn Athletics departments that include but are not limited to ticketing, media relations, and event management to ensure all operational needs for broadcasts and video board shows are met.
- Supervises and manages employees within "WEP Live", which includes full-time, part-time, temporary employees, and professional service contractors as it relates to on-air personalities. Collaborates with other live operations full-time staff in the scheduling of employees for live productions.
- Recruits, develops, and mentors students, temporary employees, professional service contractors, and full-time employees. This includes on-air announcers, employees who work in control rooms, and employees who work on-site in venues.
- Oversees the development and operations of the War Eagle Productions Internship Program. Works in conjunction with the School of Communications and Journalism to evaluate and select prospective students who would be an appropriate fit for the WEP Internship Program.
- Assists with the management and oversight of the WEP budget, including professional service contracts, and student, and TES salaries.
- On event day, is responsible for and oversees all operations of an SEC digital production, and is the point of contact for all coordination between external broadcast networks and War Eagle Productions. In charge of all communication and operation of game day broadcasting events.

## RESPONSIBILITIES

- Establishes and updates employee operational guidelines. This includes but is not limited to safety standards, dress code, timeliness, best practices, etc.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

## 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.
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## 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 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	In Communications, RTVF (Radio, Television, Film), Broadcast Journalism, Media Studies, or related field.	and	6 years of	Experience in television or video production services including supervising staff and coordinating multiple aspects of a live production for athletic events.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of a broadcast control room, such as live graphics programs, replay machines, and switchers.

Operational standards and best practices for TV broadcasts and in-venue video board shows.

Strong communication and organizational skills.

Ability to work in stressful environments.

Ability to adapt to constantly changing demands.

## 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				

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.