



**JOB INFORMATION**

Job Code	BB58
Job Description Title	Live Events Director
Pay Grade	AT06
Range Minimum	\$48,550
33rd %	\$58,260
Range Midpoint	\$63,110
67th %	\$67,970
Range Maximum	\$77,680
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/22/2023

**JOB FAMILY AND FUNCTION**

Job Family:	Athletics
Job Function:	Athletics Video Productions

**JOB SUMMARY**

The Live Events Director coordinates, supervises, and executes multiple aspects of a live production for athletic sporting events, which includes the execution of creative, administrative, and operational sides of a live event or broadcast. Live Productions include live digital broadcasts, and in-house video board live productions.

**RESPONSIBILITIES**

- As event-day network director, manages the control room and venue staff. Ensures that the overall look and feel of the show meets all broadcast standards set by Auburn University, the SEC and external stakeholders. Collaborates with, but is not limited to the following positions during a show: producer, technical director, camera operators, graphics producer, replay operators and engineering staff.
- As event-day video board director, coordinates and executes event-based elements and sponsorships on the sport-specific video boards and concourse TVs in Auburn Arena and Jordan-Hare Stadium.
- Coordinates with event producer, announcers and graphics producers on the storylines and determines execution leading up to assigned network digital shows.
- Coordinates with multiple Auburn Athletics departments and Auburn Sports Properties to fulfill all sponsorship, marketing and promotional needs in days leading up to assigned video board shows.
- Arranges staffing of War Eagle Productions staff with multiple Auburn Athletics departments and Auburn sports teams by scheduling times, arranging content, and staffing prospective student-athlete (PSA) recruiting events and select PSA official visits.
- Directs War Eagle Productions employees including full time employees, temporary employees, and students during and leading up to events which include, but are not limited to, the following positions: technical director, camera operators, assistant directors, replay operators and graphics producers. This includes direct instruction and feedback during shows as well as more detailed video reviews after both immediately after the event and during the week.
- Leads recruitment of students and temporary positions including reviewing resumes and participating in interviews.
- Assists supervisor, engineering staff and external stakeholders with planning (camera placements, technical requirements, staffing needs, etc.) of daily and one-off events.
- Supports event days operations as needed, including camera operator, technical director, etc.
- 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 supervise employees but supervision is not the main focus of the job.

## 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	3 years of	Experience in supervising staff and 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      Yes

*Substitution 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.*

## 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 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.

## 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.