



**Classification Title: Broadcast Production Coordinator**

<b>Department:</b>	Media Studies	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	30
<b>Supervision Received From:</b>	Dean, Instructional, Arts, Media, Business and Computer Science	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	9/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Oversees the Digital Broadcast Arts program's production and post-production facilities and field operations; researches and recommends the purchase of field equipment and maintains facilities; checks equipment out to students; works with students on all aspects of student broadcast productions and plans equipment, facilities and workflow to make productions possible.

**DISTINGUISHING CHARACTERISTICS.**

The Broadcast Production Coordinator is distinguished from other classes in the broadcast production job family by its responsibility for planning equipment, facilities and workflow for all Digital Broadcast Art's student-run broadcast productions.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees production and post-production facilities and field operations for student-run television shows broadcast throughout north San Diego County; plans equipment, facilities and workflow for productions; provides advice and guidance to students on how to plan for and achieve production goals, including types and uses of equipment and production/post-production processes including digital video and audio editing and mixing, creation and loading of titles and other graphic materials and special effects; researches and resolves difficult and challenging logistical problems to meet production goals and needs.
2. Trains faculty and provides instruction to students on the effective use of a variety of complex studio and field equipment and software including broadcast-quality cameras, video streaming and editing equipment, audio editing equipment, lighting, graphics production equipment and computer editors; creates educational materials to meet instructional needs; troubleshoots and resolves equipment operation problems reported by students and faculty; keeps maintenance and repair logs.
3. Maintains an inventory of video production, camera and other equipment for use in the Digital Broadcast Arts and Cinema programs; checks out equipment to students and faculty; monitors equipment use and ensures the maintenance and repair of a variety of cameras, accessories and other equipment; arranges for major repair or replacement of equipment.

4. Monitors technology and other trends in production studio facilities and field equipment; evaluates new technology solutions and equipment to meet department instructional needs; researches facilities and field equipment commonly used in the industry; solicits input from industry professionals; collaborates with faculty and staff on equipment and technology alternatives; recommends the purchase of state-of-the-art equipment to ensure students in the program have competitive levels of knowledge and skill relevant to the current marketplace; prepares grant applications to acquire funding or prepares purchase orders.

**Marginal Functions:**

1. Promotes departmental programs through participation in outreach events with high school students and officials.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of increasingly responsible experience in television production, direction and editing.

**Education/Training:** Equivalent to an associate's degree from an accredited college or university with major coursework in television production, communications, media or a related field

**Preferred Qualifications:**

Experience in the use of broadcast-quality and high-end production equipment.

**Knowledge of:**

1. Industry standards and technology trends applicable to broadcast and video/audio production services and operations.
2. Principles, practices and techniques of television production and post-production planning and development and production facilities management.
3. Uses, operations and maintenance of a wide variety of technical audio and video production equipment, including digital video and audio technology, video and audio editing equipment, microphones, lighting, and graphic production equipment.
4. Web design and web streaming principles, methods and techniques.
5. Trademark and copyright law and fair use practices for education.
6. Principles and practices of sound business communication.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. Research methods and data analysis techniques.
9. Federal Communications Commission (FCC) rules and regulations; broadcast and video standards.
10. Safe work practices; occupational hazards and standard safety procedures.
11. Practices and procedures applicable to purchasing and facilities maintenance.

**Skill in:**

1. Providing sound technical and consulting advice to faculty and students on television production and post-production planning and workflow.
2. Setting up, operating and maintaining a wide variety of broadcast and video/audio production and editing equipment used in both studio and field settings.
3. Troubleshooting, diagnosing and resolving production equipment hardware and software problems and malfunctions.
4. Conducting research, evaluating alternatives and reaching sound conclusions in accordance with laws, regulations, policies and procedures applicable to areas of responsibility.
5. Communicating clearly and effectively, both orally and in writing.
6. Preparing clear, concise and comprehensive correspondence, reports and other written materials.
7. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
8. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
9. Exercising tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establishing and maintaining effective working relationships with those encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions, and the noise level is usually quiet. The employee frequently works in outside conditions, with exposure to weather, work on uneven surfaces and risk of electrical shock.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to hear signal warnings and equipment operating sounds; to use hands to finger, handle and feel computers, instruments and standard business equipment; and to reach with hands and arms. The employee is frequently required to stand and walk; stoop, kneel, bend or crouch; and lift up to 50 pounds.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.