



BROADCAST PRODUCTION COORDINATOR

SALARY GRADE: [C1-54](#)

DEFINITION:

Under the direction of an assigned supervisor, coordinate and support the activities and services offered by the Broadcast Media Center; implement policies and guidelines; provide for program reporting and accountability; provide work direction and guidance to other program personnel; monitor program budgets.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinate and support the delivery of Distance Learning content, including but not limited to live telecourses, pre-recorded telecourses, webcasts and video on demand.
2. Oversee cablecast and webcast operations, including the creation of the college's on air schedule, webcast encoding for Distance Learning and pre-taping for consortium colleges, and Cenic and open network videoconferences and meetings. Prepare broadcast logs for the educational channels and telecourses; entering, activating, and scheduling the automated playback system for the educational channels. Schedule staff for shoots.
3. Reproduce analog and digital media; convert video and audio formats from analog to digital and from High Definition Video to Standard Definition, using format conversion hardware and software; organize the media library; track lent media; process, request, and operate duplicating equipment; create graphics for educational channels.
4. Coordinate satellite downlinks.
5. Document and report technical issues, problems or failures with any Master Control equipment (i.e. digital VTR's and DVD records, broadcast and network routers, format conversion software or hardware, satellite receivers and automated playback system components).
6. Coordinate with Broadcast Media Center staff any changes to the master control equipment; master dvcam and DVDs for automatic system playback.
7. Operate a variety of specialized broadcast and web cast equipment, including satellite receivers, dub decks, vector scopes, waveforms, format conversion hardware and software, encoding stations and audio boards; monitor the automatic playback system via a remote computer; upload encoded content or archived web casts to streaming server and create web links for online courses.
8. Provide information to callers regarding programming on educational TV channels.
9. Coordinate all media requests from faculty, staff, students, and the public.
10. Prepare and monitor reports based on special projects; research and analyze topics related to programs originating in the Broadcast Media Center; develop and analyze data.
11. Design and write promotional materials, correspondence, reports and other documentation.
12. Represent the Broadcast Media Center on campus and District committees.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Operation of broadcast and webcast equipment (i.e. media encoders/decoders, format conversion software and hardware, digital and analog recording devices, closed caption interfaces, automated playback devices, engineering/monitoring instruments).
2. Technical terminology for broadcasting, satellite transmission, web casting, and studio production.
3. District policies and objectives.
4. Operation of computers (Mac and PC) and assigned scheduling software and graphics software for the educational channels bulletin board.
5. Time management skills.
6. Technical aspects of field of specialty.
7. Interpersonal skills using tact, patience and courtesy.
8. Oral and written communication skills.
9. Planning and coordinating the day-to-day activities related to broadcasting and media.
10. Applicable laws, codes, regulations, policies and procedures related to media and broadcasting.
11. Budget monitoring and control.
12. Principles of training and providing work direction to others.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan and organize projects, programs, and events.
3. Implement program policies and guidelines.
4. Provide for program reporting and accountability.
5. Prepare comprehensive program reports and reviews.
6. Train, provide work direction, and guidance to others.
7. Monitor program budgets.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and various broadcast equipment.
11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and time lines.
13. Work independently with little direction.
14. Plan and organize work.
15. Remain current regarding trends in assigned field.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in a related field.
2. Two (2) years related work experience.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.

4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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