



**VIDEO BROADCAST TECHNICIAN/CSC  
VSC UP PAT BARGAINING UNIT**

**Grade 10  
EXEMPT**

**BASIC FUNCTION**

To coordinate and perform daily technical functions associated with the College and Community television broadcast production facilities.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Perform regular maintenance and repair functions on audio and video production equipment of CSC and RRCTV television studios: do periodic maintenance tasks; troubleshoot malfunctioning equipment; make repairs when possible; see that equipment is repaired by outside vendors as needed. Installation and troubleshooting of video applications on Macintosh platform.
- Assist in video production for volunteer independent producers within the community.
- Assist in video production of CSC athletic events on and off campus.
- Order and maintain necessary supplies and equipment.
- Coordinate and supervise television studio video production area: hire, train, schedule, and supervise student workers staffing the facility as necessary.
- Serve as technical director for video productions occurring in the television broadcast facilities. Including coordination of live event broadcasts and webcasts.
- Serve as videographer and associate producer for video productions produced by professional staff of CSC and RRCTV. Serve as liaison with contract video production clients in arranging shooting and pre-production schedules.
- Keep up-to-date on current technical developments in the field.
- Perform other duties as assigned.

**SUPERVISION RECEIVED**

General supervision is received from the Coordinator of the Media Center

**SUPERVISION EXERCISED**

Functional and partial administrative supervision of several student workers.

**MINIMUM QUALIFICATIONS**

Associates or bachelor's degree in a technical/scientific discipline, plus one to two years of relevant video/television operations/production experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong basic technical knowledge and skills relevant to television studio and video production with extensive experience in equipment maintenance and repair. Working knowledge and experience with network and IP systems, Macintosh operating system, video recording and editing systems, audio/visual cabling.
- Knowledge in repair and preventative maintenance of equipment.
- Good basic teaching/training and supervisory skills.
- Ability to work cooperatively with a variety of College personnel and individuals from outside the institution.
- Flexible schedule including weekend and evening hours is required.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

**12/09**