



Job Classification Description

VIDEO BROADCAST TECHNICIAN/LSC VSC UP PAT BARGAINING UNIT

**Grade 10
EXEMPT**

BASIC FUNCTION

To coordinate and perform daily technical functions associated with the LSCTV broadcast production facility.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Perform regular maintenance and repair functions on audio and video production equipment of LSCTV and Communications Arts and Sciences Department: do periodic maintenance tasks; troubleshoot malfunctioning equipment; make repairs when possible; see that equipment is repaired by outside vendors as needed.
- Assist in training senior Communications Arts and Science students: set up workshops in use of equipment; work with individual students learning more advanced use of equipment.
- Order and maintain necessary supplies and equipment.
- Coordinate and supervise CAS video production area: hire, train, schedule, and supervise student workers staffing the facility.
- Serve as technical director for video productions occurring in the LSCTV/ATT facilities.
- Keep up-to-date on current technical developments in the field.
- Serve as videographer and associate producer for video productions produced by professional staff of LSCTV. Serve as liaison with contract video production clients in arranging shooting and pre-production schedules.

SUPERVISION RECEIVED

General supervision is received from the Director of College Telecommunications.

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.
- Good basic teaching/training and supervisory skills.
- Ability to work cooperatively with a variety of College personnel and individuals from outside the institution.

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.

