

Job Code:.....101276
Position#: PSA.....(E)
Developed by:.....AR
Reviewed by: ... DLJ, LK
Approved by:.....LK
Date:.....02/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Broadcast Center and Video Production Broadcast Engineer

DIVISION: Academic Affairs (Harrington School of Communications and Media)

REPORTS TO: Director, Harrington School of Communication and Media

GRADE: 12

SUPERVISES: Technical, support and student staff as assigned

BASIC FUNCTION:

Participate in a leading role in the renovation and transformation of the TV studio in the Harrington School of Communication and Media into a state-of-the-art video/sound recording, production, and broadcast center. Utilize extensive experience in video and audio production and engineering, as well as entrepreneurial thinking, to then lead and manage the new broadcast center. Collaborate with faculty and teach students in this new communication and media hub. Articulate and implement the vision and agenda for developing the broadcast center into a critical resource on campus and an asset for representing the Harrington School and the University of Rhode Island to the world.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage day-to-day operations of the video/sound recording, production, and broadcast center and create policies for usage.

Install, maintain, and facilitate repair of specialized equipment; select and recommend equipment purchases; develop relationships and collaborate with equipment vendors and distributors.

Hire, schedule, and mentor students who will work in the center as interns and paid employees.

Collaborate with faculty, student groups, and offices across campus who will use the center for courses, clubs, activities, organizations, and production projects.

Teach one course in-load each semester in the center on studio production, broadcasting, journalism, or related subjects, preferably and primarily with sports-themed content.

Produce proprietary, branded content in collaboration with students, faculty, and community groups.

Expand internship and job placement opportunities for our students by increasing partnerships with industry.

Offer regular workshops for students and faculty.

Develop and nurture opportunities to engage students in using the center for production purposes.

Advocate for resources and manage operational budget.

Be available some weekends and evenings.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database, and spreadsheet software. Video/sound recording, production, and broadcast equipment.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of five years of progressively responsible experience overseeing various aspects and daily operations of a television, production, and/or broadcast studio; Demonstrated technical experience to operate a video/sound recording, production, and broadcast center; Demonstrated ability to install and maintain video, audio, and broadcasting equipment; Demonstrated ability to develop and deliver introductory and upper-level courses in studio production and broadcasting; Demonstrated knowledge of broadcast, video, and audio equipment; Demonstrated experience producing high-quality video content for multiple platforms (including live-streaming); Demonstrated leadership and management skills; Demonstrated experience in program building and/or global initiatives; Demonstrated collaborative work style; Demonstrated experience in budgeting; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated digital communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in sports journalism or broadcasting, media studies, media production, or related area (M.A., M.S., or M.F.A); Demonstrated teaching experience at the undergraduate and/or graduate level in sports communication and media; Demonstrated professional experience in sports journalism, sports broadcasting, creative production, or commercial/business production; Demonstrated experience employing project- and experienced-based assignments in the'-Classroom; Demonstrated ability to advocate for resources; and, Demonstrated ability to apply for and/or receive grants and/or donations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.