



USC University of
Southern California

Engineering Specialist, Cinematic Arts Job Description

JOB INFORMATION

<i>Job Code:</i>	129263
<i>Job Title:</i>	Engineering Specialist, Cinematic Arts
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Cinema/Film
<i>Job Family Group:</i>	Cinematic Arts
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Has responsibility for the daily operations and delivery of services for a department of the School of Cinematic Arts. Provides leadership and guidance to staff technicians and/or student workers.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of TV station and video production facility operations.
X		Knowledge of audiovisual systems design and construction.
X		Specialized technical knowledge of and experience with the installation, maintenance, service, alignment and proper operation of audiovisual and broadcast equipment and electronic systems technology.
X		Knowledge of the principles and practices associated with analog and digital video, stereo and 5.1 audio recording, editing, and broadcasting.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Formal training in electronics with an emphasis on video, audio and broadcast.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Has responsibility for repairs, maintenance and modifications of specialized and/or state-of-the-art equipment for a department of the School of Cinematic Arts. Resolves malfunctions in complex, specialized, and state-of-the-art equipment.				
Designs and tests audiovisual systems and/or specialized equipment. Produces system schematics, rack elevations and engineering documents specifying location of equipment and/or systems, means of installation and connectivity.				
Provides technical guidance and direction to others such as a staff technician(s), student workers, other university employees outside personnel in TV station, on remote locations, on stages, in editing rooms and in other facilities, etc.				
Has responsibility for the audiovisual systems construction process including installation, wiring and configuration of equipment. Coordinates the introduction and installation of new equipment and/or systems and answers questions regarding their proper use.				
Sets up, assembles, installs, configures and operates and maintains a variety of equipment, instrumentation and electronic systems, as needed. Troubleshoots equipment, instrumentation and/or systems malfunctions.				
Researches, locates and procures needed equipment, tools, parts and/or materials. Maintains vendor contacts and purchase and technical documentation files for reference and reporting, as needed.				
Develops and implements standard operating procedures. Ensures compliance with security and safety standards.				
Familiarizes faculty, staff and students with engineering policies and procedures. Conducts hands-on training sessions for faculty and staff. Creates and modifies training manuals.				
Oversees television broadcasting to ensure optimal operation of equipment, instrumentation and systems and that broadcast happens.				
Consults with faculty, staff and other university entities about new technologies in the field. Stays informed of state-of-the art developments in the audiovisual equipment technology field through trade publications, professional seminars and conventions.				
Maintains and modifies master repository of engineering drawings and other technical material describing facilities and equipment.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.