



Manager, Content Production and Programming, KUSC

Job Description

JOB INFORMATION

<i>Job Code:</i>	193047
<i>Job Title:</i>	Manager, Content Production and Programming, KUSC
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises student, temporary and/or resource workers.
<i>Job Family:</i>	Radio Broadcasting/Programming
<i>Job Family Group:</i>	Radio Broadcast
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Coordinates production needs for all platforms. Ensures resources are aligned with departmental priorities. Plans, implements and oversees content initiatives, researching and identifying trends, recommending efficiencies, and ensuring effective management of people and resources. Oversees content and production related to fundraising.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	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		Directly related professional and supervisory experience in broadcasting, program specialization, journalism, communications or other relevant areas. Demonstrated leadership abilities, creativity, team focus, and the ability to work well under pressure to meet tight deadlines.
X		Advanced digital editing skills.
X		Keen interest in and understanding of emerging digital technologies.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Affinity for and working knowledge of classical music.
X		Excellent written and oral communication skills.
	X	Extensive leadership experience in public broadcasting with a specialization in content production.
	X	Comprehensive understanding of classical music and tastes of local community.
	X	Extensive knowledge of traditional and non-traditional production (e.g., web, video, multimedia).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates, develops, and oversees content initiatives adhering to the university radio group's vision, mission and brand promise. Participates in setting content initiative goals and targets (e.g., key performance indicators). Oversees content provided for fundraising. Collaborates as needed to ensure the proper and accurate clearance of all material used in content initiatives.				
Plans, organizes and develops program content, assigning, researching and editing as necessary. As required, commissions production, writing and research, auditioning and developing new talent. Prepares program scripts and determines the style, pace, tempo, lineup and format. Coordinates and supervises the work of contributors to assigned programs, segments and content initiatives. Evaluates all facets of production and programming (e.g., performance of individual contributors).				
Plans, selects and requests production resource requirements (e.g., creative contributors, materials, facilities) in collaboration with station management. Selects classical music tracks for content productions, editing and mixing or directing the editing and mixing of audio elements. Responsible and accountable for managing the program budget. Manages regulatory reports (e.g., Corporation for Public Broadcasting).				
Coordinates social media and digital plans for all multi-platform initiatives greenlit for production, including all fund drives. Participates in the station's editorial, membership and community outreach initiatives. Ensures the maintenance of a level of communication or rapport with members of the audience.				

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/
Campus Security Authority (CSA)			Essential:
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/			

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.