



Broadcast Operations Specialist, KUSC Job Description

JOB INFORMATION

<i>Job Code:</i>	193032
<i>Job Title:</i>	Broadcast Operations Specialist, KUSC
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Radio Broadcasting/Programming
<i>Job Family Group:</i>	Radio Broadcast
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides tactical leadership for USC Radio Group's broadcast and digital distribution services (e.g., radio, internet streaming) helping to ensure its long-term success and sustainability. Engages with and supports stakeholders who record, compile, and publish USCRG's content across multiple radio stations and internet streams. Supports in-studio technologies, infrastructure, and office computing resources in the San Francisco office. Provides technology support for fundraising events and in-office live performances. Supports the Director of Broadcast Operations in defining the USC Radio Group's traditional and next-generation broadcast/media technologies, staying on top of industry trends, and guiding the operational technology roadmap for the group.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Engineering	Or
X		Bachelor's degree	Computer Science	Or
X		Bachelor's degree	in related field(s)	
	X	Master'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		3 years	in radio broadcast, radio automation software, electrical engineering, computer science, or general technology	
	X	5 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

Req	Pref	Functional Skills
X		Strong problem-solving skills and sense of curiosity.
X		Demonstrably agile and a track-record of successful problem solving.
	X	Familiarity with Marketron Virtual Traffic (VT), MusicMaster CS, WideOrbit Version 3 and Version 4 Architectures, StreamGuys, Triton audio streaming, and Adobe Audition.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees and manages all day-to-day radio and digital broadcast operations in KDFC's San Francisco broadcast studios. Manages the technical requirements for all audio production, scheduling, and playout assets for the organization with an emphasis on flexible, digital, and distributed technologies.				
Performs quality checks of on-air programming before it plays and provides in-studio tech support to radio hosts. Records video/audio of radio station events, fundraisers, and live performances, as required. Makes quick decisions about audio to play on the air. Manages audio delivery for internet streams.				
Supports San Francisco office staff in their computing needs (e.g., hardware procurement/setup, VPN, wi-fi, desktop software). Responsible for the software, hardware, and integration required to operate FM radio stations. Manages cloud-based and traditional software and infrastructure to support audio capture and playback. Supports office LAN environment, including complicated audio distribution to radio tower sites and internet streams.				
Trains hosts on best practices for unified on-air sound and provides broadcast expertise and guidance to relevant stakeholders. Monitors current and future digital audio and tech trends, evaluates and recommends new products and tech platforms, and oversees potential pilots.				
Works closely with underwriting sales to ensure scheduled spots play appropriately on-air and supports technology used for invoicing/contracts. Manages relationships with external technology vendors and service providers. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

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.