



USC University of
Southern California

Director, Broadcast Operations Job Description

JOB INFORMATION

<i>Job Code:</i>	193034
<i>Job Title:</i>	Director, Broadcast Operations
<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>	4 Administrator

JOB SUMMARY

Provides strategic and tactical leadership for broadcast and digital distribution services. Responsible for all technical aspects of broadcast operations in a multistation group. Oversees FM radio and internet streaming, guiding the technological roadmap to ensure long-term success and business sustainability. Leads a team of internal and external specialists in recording, compiling, and publishing the group's content across multiple radio stations and internet streams. Conducts long-term strategic planning and manages budgets.

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	in related field(s)	
	X	Master's degree	Engineering	Or
	X	Master's degree	in related field(s)	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years	in radio broadcasting and with radio automation software	
	X	10 years	in radio broadcasting, and with automation software and streaming technologies	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with streaming technologies (e.g., StreamGuys, Triton), creating, publishing, and measuring streaming audio and video.
X		Significant management experience directing and overseeing studio engineers, subject matter experts, and project teams.
X		Familiarity with Federal Communications Commission (FCC) rules and regulations.
X		Demonstrated understanding of traditional and next-generation broadcast/media technologies, and currency with industry trends.
X		Knowledge of Marketron Virtual Traffic (VT), MusicMaster version 7 and MusicMaster CS, WideOrbit Version 3 and Version 4 architectures, Adobe Audition, and loudness and level-normalizing software.
X		Excellent written and oral communication skills.
	X	Comprehensive leadership, management, coaching, and influencing skills.
	X	Excellent problem-solving skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages a team with a wide range of specialties, working closely with radio programmers, producers, and hosts to ensure smooth on-air operations. Trains hosts on best practices for unified on-air sound, and teaches staff creating recorded content on proper loudness leveling and audio processing software.				
Prepares comprehensive project scoping and budget planning to provide realistic options for operational decisions. Recommends and oversees pilots for new technology and processes. Monitors operational processes and tech platforms and troubleshoots technology challenges. Performs quality checks of programming before it airs.				
Supervises the software and hardware integration required to operate FM radio stations. Oversees and manages all day-to-day radio automation and metadata encoding. Manages the content automation roadmap, evaluating the cost and efficiency of radio automation tools and processes.				
Manages relationships with external technology vendors and service providers, negotiating contracts with vendors and contractors and measuring performance. Compiles reports for music legal rights organizations (e.g., SoundExchange, ASCAP). Works closely with underwriting sales to ensure paid announcements air appropriately.				

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/			Yes

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.