



## JOB INFORMATION

<i>Job Code:</i>	131172
<i>Job Title:</i>	Sports Broadcasting Engineer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Responsible for set-up, tear down, maintenance, and inventory of broadcast equipment used for live athletics events and online streams. Oversees design, configuration, and installation of broadcast equipment, systems, and peripherals; troubleshoots any issues that arise. Assists with maintenance budgets and oversees equipment repairs. Trains staff on use of equipment and software.

## 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	Engineering	Or
	X	Bachelor's degree	Broadcasting	

### 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		2 years	of experience in television broadcast engineering (e.g., working in a control room, remote, or mobile unit) and equipment maintenance.	
	X	4 years	of experience in television broadcast engineering (e.g., working in a control room, remote, or mobile unit) and equipment maintenance.	
	X	2 years	of supervisory experience.	

### 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		Demonstrated experience designing, configuring, and installing broadcast and post-production systems.
X		Extensive technical knowledge of control room systems and equipment (e.g., consoles, routers, switchers) and skills related to installing, repairing, and terminating various types of cables.
X		Ability to identify technical issues, troubleshoot them, and develop solutions quickly.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Demonstrated ability to work independently with minimal supervision, deftly handle time-sensitive matters, and meet strict deadlines.
	X	Demonstrated sports and/or sports broadcasting knowledge.
	X	Established reputation and relationships with local, regional and national media.

## Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Valid driver's license

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Coordinates and oversees the set-up and tear down of broadcast equipment (e.g., cameras, consoles, video boards) for live athletics events and online streams. Serves as engineering team leader during live production shifts; identifies, evaluates, and resolves issues. Ensures transmission paths and feeds are functioning properly for broadcast. Operates audio and/or video production equipment as necessary.				
Oversees the design, configuration, and installation of all broadcast equipment, systems, and peripherals; troubleshoots any malfunctions or issues that arise. Establishes procedures and produces documentation for implementing video equipment and related system updates. Maintains, tests, and repairs broadcast equipment; performs inventory on equipment and hardware. Monitors inventory of replacement parts and other engineering supplies. Identifies and recommends alternative hardware and software that may improve broadcast performance.				
Acts as a liaison between the production team and various broadcast partners. Collaborates closely with network partners, exchanging information to maintain technical knowledge for live broadcasts.				
Trains staff on use of equipment and software, as well as established procedures and standards. Collaborates with production staff to develop and implement training programs (e.g., troubleshooting, broadcast standards and practices, basic electronic theory).				
Assists with maintenance budgets and oversees equipment repairs performed by vendors; monitors and records repair costs. Manages warranties and service contracts. Orders equipment according to established university and department procedures. Documents broadcast equipment performance via technical records and engineering logs.				
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

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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		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

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

**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.

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.