



USC University of
Southern California

Sports Broadcasting Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	193036
<i>Job Title:</i>	Sports Broadcasting Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student and/or temporary workers.
<i>Job Family:</i>	Radio Broadcasting/Programming
<i>Job Family Group:</i>	Radio Broadcast
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Works as a member of the university athletics broadcasting and production team, under direct supervision of the Assistant Athletic Director, Broadcast Operations. Oversees the production of live university athletic events and assists with production of live athletics broadcasts on the B1G+ streaming platform. Sets up video replay systems, collaborates on game day graphics, and produces videos for various platforms. Oversees operations related to digital video systems; hires replay operations and acts as a point of contact with digital video software company. Manages student staff training for Big Ten Network (BTN) StudentU video production program and related broadcast operations. Performs video board maintenance and other equipment upgrades.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Broadcasting	Or
X		Bachelor's degree	Journalism	Or
X		Bachelor's degree	Digital Media	Or
X		Bachelor's degree	in related field(s)	

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 video industry experience (e.g., television broadcasting, livestreaming, videoboard production).	
	X	3 years	of video industry experience (e.g., television broadcasting, livestreaming, videoboard production).	

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		Experience with digital video post-production and graphic creation software (e.g., Adobe Suite: Premiere Pro, Photoshop, After Effects).
X		Demonstrated experience shooting sports games, highlights, and interviews.
X		Demonstrated leadership, interpersonal, organizational, critical thinking and analytical skills.
X		Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability
X		Demonstrated ability to work independently with minimal supervision, deftly handle time-sensitive matters, meet strict deadlines, and accomplish high-profile tasks.
	X	Previous experience working with within professional or collegiate sports leagues/conferences.
	X	Established reputation and relationships with local, regional and national media.
	X	Multilingual communication skills; fluent in other languages beyond English.
	X	Extensive knowledge about professional sports, collegiate athletics, and related leagues/conferences.

Licenses

Req	Pref	License(s)
X		Valid California driver's license

Other Job Factors

- Ability to work a non-traditional schedule, often including evenings and weekends.
- Ability to take part in some travel as required.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees the production of live university athletic events, performing various tasks (e.g., directing, technical direction, operation of replay and graphics machines). Sets up video replay systems for use in games. Assists with the production of live athletics broadcasts on the B1G+ streaming platform. Collaborates on all game day graphics and other elements included in broadcasts. Conceptualizes, shoots, edits, produces, and distributes videos for various platforms (e.g., broadcast, streaming, social media channels).				
Recruits, staffs, and trains students for BTN StudentU video production program, as well as other temporary workers. Manages operations of StudentU-produced broadcasts/streams, acting as a producer (e.g., organizes press conferences, creates livestream proposals, communicates via talkback channels). Oversees responses to related BTN studio operations needs.				
Collaborates with other broadcasting and production team members on content creation, graphic design, and show production; works on non-conference events as needed. Works closely with marketing staff, conference stakeholders, multimedia rights holders, and existing outsourced staff to ensure all sponsorship and marketing content is properly developed, displayed, and delivered on video boards. Collaborates with other units within external affairs department (e.g., marketing, creative, athletic communications) to plan and deliver content that meets department goals and objectives.				
Oversees operations related to digital video systems (e.g., DVSport) used for replay, as well as other game day video tools. Hires staff to operate digital video systems for games that utilize replay. Serves as the point of contact with current digital video software company (e.g., DVSport) and/or other replay systems that come into use.				
Ensures video boards are always maintained and operational for athletic events. Performs equipment upgrades as assigned by broadcast engineer. Ensures secure operation procedures and maintains technical knowledge needed to execute broadcasts to the specifications of conference and department partners.				
Adheres to all department and university policies and procedures, as well as the rules, regulations, bylaws, and interpretations of the athletic conference and the NCAA. Promotes an environment that fosters inclusive relationships and creates				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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 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/			

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.