



USC University of
Southern California

Technical News Director Job Description

JOB INFORMATION

<i>Job Code:</i>	173238
<i>Job Title:</i>	Technical News Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Digital/Multimedia
<i>Job Family Group:</i>	Multimedia 1
<i>Management Level:</i>	6 Manager

Technical News Director

JOB SUMMARY

Serves as the primary studio director for the media center, overseeing all technical and workflow components of student-led newscasts and other live productions. Provides training to students, staff, and faculty on various aspects of broadcast production. Delivers broad-based technical support to students and faculty across various studios. Oversees critical broadcast systems, providing technical support as required. Serves as a technical consultant, ensuring broadcast procedures and protocols follow current media industry standards.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X			Cinema & Television	Or
X			in related field(s)	
	X	Master's degree		In
	X		Cinema & Television	Or
	X		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		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

Req	Pref	Functional Skills
X		Extensive expertise in broadcast television systems (e.g., Ross OverDrive), set and remote camera operation, and audio recording.
X		Demonstrated ability to instruct students, staff, and faculty in broadcast systems and directing within an educational setting.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Demonstrated leadership, interpersonal, and organizational skills.
X		Advanced proficiency in Adobe Creative Cloud applications (e.g., Premiere Pro, Audition).
X		Demonstrated ability to work independently with minimal supervision, deftly handle time-sensitive matters, and meet strict deadlines.
X		Demonstrated experience with office management software/tools (e.g. Google suite, Slack, Zoom).
	X	Expert knowledge and understanding of communications principles, concepts, practices, and technical requirements in broadcast news, online media, and media relations, and the roles, processes, and protocols of each platform.
	X	Established reputation and relationships with local, regional and national media.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Director's Guild of America (DGA) membership

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as the primary studio director for the media center, overseeing all technical and workflow components of student-led newscasts and other live productions. Trains and mentors student directors on clean technical execution of broadcasts. Provides supervision and guidance during live productions, acting as technical director for broadcasts as necessary. Supervises other production crew positions during broadcasts (e.g., camera operators, teleprompter operator). Fulfills stage management duties (e.g., sound, lighting) as required.				
Selects student systems directors and manages their schedules. Provides training to students, staff, and faculty on various aspects of broadcast production (e.g., camera operation, effective studio communication protocols, teleprompter utilization), as well as related pre- and post-production activities (e.g., automation workflows, non-linear editing, mic checks). Conducts comprehensive training sessions and workshops for students and faculty on essential multimedia tools (e.g., Adobe Premiere Pro) and techniques. Serves as a technical consultant and resource for faculty.				
Delivers broad-based technical support to students and faculty across various studios. Maintains production studio and control room. Oversees critical broadcast systems (e.g., Ross OverDrive) and news automation workflows, ensuring smooth operations across the media center. Serves as a subject matter expert (SME) for Ross broadcast systems, as well as related software and equipment/hardware. Consults on technology projects (e.g., system upgrades and effect rebuilds) to ensure implementations align with operational needs. Troubleshoots and provides technical support for various types of systems, equipment (e.g., video cameras), software (e.g., Adobe Premiere), and tools (e.g., graphics generation tools).				
Ensures broadcast procedures and protocols follow current media industry standards. Maintains currency with emerging trends and technology, keeping students and staff updated on up-to-date industry practices. Supports special projects as necessary.				

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.