
Auburn University Job Description

Job Title: **Sr. Producer Live Operations**

Job Family: No Family

Job Code: **BB43**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Responsible for the creative direction and administration of assigned sports telecasts and productions. Oversees the program development and the on-site activities of telecast production crews.

Essential Functions

1. Plans and coordinates the full scope of production activities for assigned technical and production personnel.
2. Enhances the current philosophy, line-up, continuity, look, and feel of assigned telecasts. Engages in the design and implementation of innovative graphics for sports productions.
3. Oversees pre-production arrangements for assigned sports telecasts by creating production schedules, establishing the format and sequence of live events, and determining the technical needs of each telecast.
4. Oversees and implements all production-related decisions at the venue before and during the event. Leads the moment-to-moment editorial content direction for each telecast including show content, storylines, replay angles, graphic content, post-game interviews, and commentator information.
5. Assists with the creation of high-end videos for Auburn Athletics and coordinates the production of video highlight packages for assigned sports.
6. Conducts research on sports information to obtain materials necessary for the production.
7. Supports the fulfillment of corporate sponsorship with Auburn Sports Properties. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulation in the performance of job duties
8. May perform other related duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Communications, Radio Television and Film, Broadcast Journalism, Engineering, or relevant field.
Experience (yrs.)	4	Experience in television or video production services, preferably related to a sports program.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of video and television production including live and post-editing functions.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/22/2018
