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## Auburn University Job Description

Job Title: **Dir, Live Ops & Programming**

Job Family: No Family

Job Code: **BB54**

Grade AT07 \$50,300 - \$85,500

FLSA status: Exempt

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### Job Summary

Reporting to the Assistant Athletic Director, Video Services, the Director, Live Operations and Programming oversees, coordinates, and executes the athletics department live productions operations, which includes the recruitment and development of positions, the scheduling of digital shows based on available inventory, serving as the production point of contact for Entertainment and Sports Programming Network (ESPN) and Southeastern Conference (SEC) Network, and ensuring the department's overall product meets industry standards.

Live productions include both in-venue and remote location video board shows, as well as digital and linear broadcasts that originate out of the athletics department control rooms.

### Essential Functions

1. Serves as the production point of contact between ESPN and SEC Network and Auburn Athletics
2. Ensures all broadcast and quality standards set by Auburn University, the SEC, and external stakeholders are maintained.
3. Selects from available broadcast inventory and decides the broadcast level of coverage (i.e. digital, pass-through, etc.) for the selected event, and communicates decisions with ESPN.
4. Collaborates with third-party vendors and clients, external entities (ESPN), and multiple Auburn Athletics departments that include but are not limited to ticketing, media relations, and event management to ensure all operational needs for broadcasts and video board shows are met.
5. Supervises and manages employees within "WEP Live", which includes full-time, part-time, temporary employees, and professional service contractors as it relates to on-air personalities. Collaborates with other live operations full-time staff in the scheduling of employees for live productions.
6. Recruits, develops, and mentors students, temporary employees, professional service contractors, and full-time employees. This includes on-air announcers, employees that work in control rooms, and employees that work on-site in venues.
7. On event day, serves as network producer or director. As event-day network producer, coordinates all aspects of an SEC digital production, which includes but is not limited to replay operators, on-air talent, director, graphics producers, event management, media relations, and time-out coordinator. As event-day network director, manages the control room and venue staff and collaborates with, but is not limited to the following positions during a show: producer, technical director, camera operators, graphics producer, replay operators and engineering staff. If serves as neither on event days, will work other positions as needed, i.e. camera operator, replay operator.
8. Establishes and updates employee operational guidelines. This includes but is not limited to: safety standards, dress code, timeliness, best practices, etc.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### Supervisory Responsibility

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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>
<b>Education</b>	Four-year college degree	Degree in Communications, RTVF (Radio, Television, Film), Broadcast Journalism, Media Studies, or related field.
<b>Experience (yrs.)</b>	5	Experience in television or video production services to include supervising staff and coordinating multiple aspects of a live production for athletic events.

#### **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**

Working knowledge of a broadcast control room, such as live graphics programs, replay machines and switchers. Operational standards and best practices for TV broadcasts and in-venue video board shows. Strong communication and organizational skills. Ability to work in stressful environments. Ability to adapt to constantly changing demands.

#### **Certification or Licensure Requirements**

None required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 50 pounds.

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

Date: 4/8/2022

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