JOB DESCRIPTION

POSITION TITLE: Broadcast Technician

JOB CLASS: Staff
SUPERVISOR: Director of Broadcasting

CLASSIFICATION: Part Time
LOCATION: DeLand

SUPERVISORY: No
DEPARTMENT: I.T.

POSITION OVERVIEW:

The Broadcast Technician is a professional position that reports to the Director of Broadcasting. The successful candidate will have technical skills; excellent analytical, organizational, and communication skills are required; ability to handle multiple tasks simultaneously; excellent organizational skills and attention to details; ability to establish and maintain effective working relationships with faculty, staff, and students; high energy level; enjoy challenges and fast-paced environment; display self-initiative and motivation.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
This position requires a Bachelor’s Degree in communications, electronics, television production, or equivalent field experience. Practical TV Production experience, knowledge of TV Production equipment and technology within assigned operating areas, including but not limited to: Video production switchers, video compression, broadcast cameras and lenses, server-based recording/playback systems and related control devices, disc storage (RAID/NAS/SAN technologies), Networking, Operating systems, TV Production routers, intercom systems, signal conversion equipment, post production, etc. Candidates must have good computer background (Outlook, Word, Excel, etc.) and solid communication skills. Ability to work nights, weekends, and holidays. Flexibility to alter shifts/days off to accommodate projects and departmental objectives. The ideal candidate will be expected to perform ancillary job functions as needed to support the day-to-day operations of the department.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Knowledge of broadcast methods of measuring audio and video signals to ensure quality control of endorsed standards on all operations. Experience with broadcast equipment and technology within assigned operating areas, including but not limited to: operating video switchers, implementing sources, creating displays, interfacing with external devices, creating user and suite preferences. Problem-solving and troubleshooting techniques and effective communication to best convey the issues necessary for resolution. Must be adept at interpreting and understanding complex information and have the ability to communicate that information to others in a more simplistic format. Participation in required administrative tasks including, but not limited to, the effective utilization of all software-based applications. All employees are expected to embrace University initiatives including university-wide and/or departmental meetings, upward feedback performance management applications and employee surveys. Other duties as assigned.
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ROUTINE DUTIES AND RESPONSIBILITIES:

- Set-up and operate production equipment for live television events, including but not limited to: professional grade HD cameras, video production switcher, audio mixer, CG graphics, and video replay.
- Work in fast-paced, deadline intense environment.
- Ability to effectively communicate in a live-production environment.
- Video editing software (Adobe Premiere, Apple Final Cut) and graphics software (Photoshop, After Effects).

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or a application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.