JOB DESCRIPTION

POSITION TITLE: Broadcasting Director

JOB CLASS: Staff
SUPERVISOR: Associate Vice President for IT and CIO

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: Yes
DEPARTMENT: Information Technology

POSITION OVERVIEW:

- The Director of Broadcasting will produce and direct multi-camera live productions for broadcast on ESPn3 and other live video platforms. Identify, train, and supervise field crews and manage technical aspects including rehearsals, set design, camera blocking, lighting, graphics, and overall approach for productions. Schedule and oversee single camera productions. Provide input to develop facilities-use policies and procedures. Act as liaison with vendors ensuring scheduling, costs and requirements are met.
- Oversee production of as many as 200 live events each year. Examples include single and multi-camera sports events, musical and theater productions, special lectures and speakers, university-wide celebrations (convocation, graduation, etc.).
- Ability to write, edit, and produce copy for radio and television advertisements and public service announcements. These spots should be produced for use in a variety of formats, including online and various video boards at live events.
- The Director of Broadcasting will perform assigned responsibilities in a professional manner while following the rules set forth by Stetson University, the Atlantic Sun Conference, the Pioneer Football League, and the NCAA, as well as all State and Federal laws, FCC rules and regulations, while working as an effective team member.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include: Bachelor’s Degree in communications or related field; minimum of three years’ experience in radio/television production; preferred experience in university or college athletics environment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Broad knowledge of all aspects of broadcast quality television, including field and studio camera operation, lighting, editing, audio recording and mixing, computer graphics, and special effects.
- Ability to make satellite, studio and remote production decisions and judgments to ensure final product meets professional quality standards, budget guidelines, and critical timelines.
- Knowledge of all production formats - Tape: DVCAM, Digital Betacam, HDV, HDCam; File based: XDCAM, SD CF; Web: Flash, Windows, Real, QuickTime and Standards: NTSC, PAL, SECAM.
- Excellent written and oral communication, and interpersonal skills; ability to work with clients of varying production background and knowledge, assisting in interpreting and solving production problems, while maintaining a professional demeanor.
- Must possess a positive, service-oriented attitude with a focus on meeting University objectives; demonstrated commitment and initiative to providing timely, reliable, cost-effective service.
- Ability to manage a variety of simultaneous projects within tight deadlines while assisting in maintaining program quality and integrity on each project; excellent organizational skills.
- Ability to work under pressure and to accommodate unusual and demanding hours in order to meet critical deadlines.
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- Demonstrated support for goals of the University with a commitment to providing quality work on all assignments.
- Demonstrated sense of professionalism and ethical behavior in all related activities.
- Experience in using PC/Mac computers in support of pre- through post-production and project tracking.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Follow all FCC rules, Stetson University, Conference and NCAA requirements, as well as State and Federal laws.
- Identify trends and recommend improvements based on market knowledge and trends.
- Provide quality service and assistance to all customers, potential customers, employees, and vendors on an ongoing basis.
- Oversee paid part-time and work-study students in the management of all broadcasts, ensuring that all staffing needs are met to fulfill broadcast requirements.
- Other reasonable duties as assigned.
- Performs other site and position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:

- Must be able to operate broadcast equipment, including, but not limited to: audio consoles, automation systems, computers, remote broadcast equipment, and digital software.
- Be able to prepare and execute compelling, informative, interesting, and timely broadcasts for multiple sports and university events.
- Be able to prepare and deliver on-air or recorded: Public Service announcements, sponsorship announcements, interviews, and reports on upcoming events.
- Must have an acceptable and appropriate on-air presence and voice quality.
- Be able to enunciate clearly and read written copy fluently as required.
- Excellent interpersonal skills.
- Exceptional service orientation.
- Basic computer skills including proficiency in Microsoft Office programs.
- Knowledge of social media platforms and willingness to use them to promote broadcast events.
- Excellent written and oral communication skills.
- Attention to detail and ability to organize and prioritize work in a timely manner and react well under pressure.
- Ability to work effectively in a team environment.
- Ability to maintain confidentiality in regard to personnel matters, department strategies, and other sensitive matters in communications with listeners, co-workers, industry associates, and the media.
- Ability to project desired image with respect to dress and demeanor, and willingness to work in a smoke-free environment.
- Legally able to work in this country.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to effectively receive, process, retain, and maintain information through oral and/or written communication.
- Substantial physical movements (motions) of the wrists, hands and/or fingers.
- Ability to extend hand(s) and arms in any direction with good eye and hand coordination.
- Stand or sit for long periods of time.
- Lift, move, and carry up to 40 pounds on occasion.

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.
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APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or 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.