**Supervisor, Broadcast Operations Job Description**

**Classification Title:** Supervisor, Broadcast Operations

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Broadcast Operations Supervisor, under direction, supervises the operations of television broadcasts, video conferences, and other media activities utilizing MCU’s, IP audio and video equipment, and various computer-based machine control devices.

**Essential Duties and Tasks:**

**40% Supervision**

* Coordinates and schedules all operations resources.
* Trains and oversees Student Worker performance of duties, scheduling, and task assignment.

**20% Production and Support**

* Ensures technical specifications for broadcast and other transmissions meet FCC regulations and internal operating practices.
* Supports live and recorded studio productions.
* Transfers recorded productions to video server.
* Provides customer support to teleconference users and streaming or archiving of classes/conferences as scheduled.

**20% Maintenance and Troubleshooting**

* Assures that all equipment is operating within specs and resolves in a timely manner if equipment malfunctions.
* Ensures accurate maintenance of logs and recording schedules.
* Analyzes and resolves discrepancies and operations trouble tickets.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience in broadcast television and video teleconferencing.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Ability to multitask and work cooperatively with others. Strong verbal and written communication skills.
* Work beyond normal office hours and/or work on weekends.

**Additional Information**

**Machines and Equipment:**

* Computer
* Telephone
* Calculator

**Physical Requirements:**

* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Ability to move (light, moderate, or heavy) objects.

**Other Requirements and Factors:**

* May be on-call which include weekends, weeknights, and holidays. Travels to various sites for maintenance and/or installation of video conference equipment.
* This position is security sensitive.
* This is a temporary/casual position established to accommodate a temporary organizational need. As such, TAMU does not guarantee any set number of hours or length of employment in this role.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* This position may direct and/or evaluate the work of others.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**