THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  BROADCAST ASSOCIATE

Title Codes  04992  Full-time
04992 (H)  Hourly
General White Collar Title Group (030)
Competitive

FLSA Status  Non-Exempt (Overtime Eligible)
Certain individual positions may be exempt based on specific responsibilities.

Date Issued  November 1, 2005
Effective Date: July 1, 2005

General Duties and Responsibilities

Under supervision, Broadcast Associates perform technical work in a broadcasting operation and/or production environment. Such duties include designing, installing, operating, maintaining and/or modifying all types of broadcast equipment and related software.

There are three Assignment Levels for Broadcast Associate (Level 1, Level 2, and Level 3). All personnel perform related work. This specification describes typical assignments within this class of positions; related duties may be assigned as needed.

Qualification Requirements

Assignment

Level

Level 1  A high school diploma or equivalent and two (2) years of full-time satisfactory related experience,
 OR
 An Associate Degree and/or 60 college credits from an accredited college in a related field and one year of full-time equivalent experience in a television broadcast environment,
 OR
 A BA degree from an accredited college with a baccalaureate major in a related field.

Level 2  Qualification requirements for Level 1 plus the following:
 Two additional years of directly related full-time equivalent experience,
 OR
 A Master’s-level degree (such as MFA or MS) from an accredited college in a related field and one year of directly related full-time equivalent experience.

Level 3  Qualification requirements for Level 1 and Level 2 plus the following:
 Three additional years of directly related full-time equivalent experience.

All Levels  Some positions may require a current, valid New York State motor vehicle license.

Direct Lines of Promotion

From:  None
To:  None
General Work Tasks

**ASSIGNMENT LEVEL 1**

Under direct supervision, performs technical and operational tasks of ordinary difficulty related to the dissemination, duplication and broadcasting of video and audio signals. May perform work with either existing or emerging media technology as needed to operate station. Takes direction/instruction from the director and producer. Interact effectively with other members of the broadcast operation including actors and interviewees. Typical duties are outlined below.

- Operate equipment related to broadcast operations in both studio and on-location environments, such as cameras, teleprompters, monitors, lighting, audio, videotape recorders, editors and other equipment.
- Maintain all broadcast equipment performing routine preventative maintenance and emergency repairs. Check and test equipment to insure its proper mechanical and electrical functioning.
- Maintain and update video databases and libraries. Manage flow of videotape in and out of the tape library.
- Coordinate weekly and daily on-air program schedules with database and automated software systems.
- Assist in creating video graphic arts and animation for broadcasts.
- Assist in the creation and maintenance of related web pages and content including station website databases. Utilize computer hardware and software to create, revise and broadcast information, programs, and other data.
- Maintain equipment and parts inventories.
- Use various hardware and software tools to create broadcast-related media such as DVDs.
- Keep detailed records of all activities as required by the FCC, other regulators and/or management including transmission and program operations logs.
- May operate a motor vehicle in the performance of assigned work.
- Demonstrate sound awareness of health and safety issues related to broadcasting and the use of broadcast equipment.

**ASSIGNMENT LEVEL 2**

Under general to limited supervision, performs complex technical work requiring considerable knowledge of studio and production operations. Functions as part of the production team as a video or audio technician and/or lighting grip. Works in remote field production locations, establishing field production systems and operating units.

**TYPICAL TASKS, IN ADDITION TO WORK PERFORMED AT LEVEL 1:**

- Assist with planning and maintaining broadcast schedules.
- Assist in the non-linear digital and/or analog post-production process.
• Plan and maintain standards for all duplication services. Make duplicate recordings.

• Review the technical quality of video prior to broadcast and recommend edits and changes as appropriate.

• Monitor broadcast programs in progress to maintain consistent quality of picture and sound reproductions and program content in accordance with Federal Communications Commission (FCC) rules and regulations.

• May supervise and assist in training technical personnel engaged in certain phases of operating broadcast equipment and computer hardware and/or software.

• May create broadcast segments as part of a creative team and under the direction of a Senior Producer.

**ASSIGNMENT LEVEL 3** Under limited supervision, performs the most complex technical work associated with broadcast operations. Manages, designs and implements all aspects of work performed by Level 1 and Level 2 Broadcast Associates. Directs technical staff. May function as general shift manager or as manager of a specific technical area.

**TYPICAL TASKS, IN ADDITION TO WORK PERFORMED AT LEVEL 1 AND LEVEL 2:**

• Plan and maintain broadcast schedules.

• Independently operate non-linear editors with associated equipment and associated software.

• Provide recommendations to producers regarding technical aspects of television programs, segments and public service announcements.

• Develop/create program look and style through post-production techniques.

• Supervise and train staff, including other Broadcast Associates in technical operations.

• May develop/create programs as a producer with a creative team of segment producers, editors, etc.

**Job Characteristics**

**REQUIRED KNOWLEDGE**

- **English language:** knowledge of the meaning of words that are used in written and spoken business communications.

- **Customer Service:** principles and processes for providing quality customer services.

- **Broadcast Technology:** current technological developments/trends; broadcast-related equipment, hardware, software and terminology; FCC rules and regulations pertaining to the transmission of broadcast signals; building and equipment security policies and procedures; on-air and remote broadcasting processes and procedures; safety practices used in high voltage electronics work.
**Administration** basic recordkeeping and inventory control procedures.

**REQUIRED SKILLS** Setup, calibration, operation, repair and maintenance of state-of-the-art commercial audio and visual broadcasting equipment.

Effective use of hardware and software systems used in broadcast operations and duplication.

**REQUIRED ABILITIES**

- Communicate effectively, both orally and in writing.
- Operate computer-controlled broadcast equipment.
- Operate standard office equipment.
- Provide technical support for studio and remote site television production and post-production activities.
- Deal tactfully and effectively with personnel, students and on-air personalities.
- Lead and train staff and/or students (Levels 2 and 3).

**OTHER WORK REQUIREMENTS** Incumbents should have:

- A high level of stress tolerance (e.g., deadlines, multiple priorities, technical demands).
- Orientation toward providing service.
- A high level of self-motivation and attention to detail.
- Comfort with working as members of a team and being accountable to other team members,
- Within the scope of negotiated contracts, the ability to work flexible hours, including overnight, early mornings, weekends and/or holidays.

**WORK VALUES AND INTERESTS** People who are drawn to the Broadcast Associate job and are successful typically value:

- Having a good work ethic.
- Performing detailed and high quality work.
- Using their personal initiative.
- Being part of a team.