

Coordinator, Television Studio Lab

FLSA Status: Non-Exempt

Pay Grade: 14

Job Title ID: 20051

Job Series/Job Family: Workforce Education & Business Development Series / Dean Applied Technology, Multimedia, & Public Services Family

Reports To

Department Chair

Job Purpose

To coordinate the daily operation of the television studio equipment and assist instructors in equipment operation during classes.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Assists instructors in equipment operation for class instruction; assists students and staff with any technical difficulties.
2. Maintains, repairs, and calibrates equipment; conducts routine checks to ensure proper working condition; orders parts, tools, and supplies; keeps maintenance service records.
3. Maintains inventory of studio equipment; handles check-out of portable video equipment to students for classroom or field projects; maintains record of use and inspects condition upon return.
4. Installs equipment and performs necessary wiring for new equipment; performs system upgrades to equipment as necessary.
5. Researches and keeps current on the latest technology and new television products; makes recommendations for new equipment purchases with regard to technical specifications.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Trends, developments, and current technology in TV studio equipment.
- Broadcast engineering.
- Operating and maintaining a television studio.
- Tools, materials, and techniques used in television studio equipment repair.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Repairing and maintaining television studio equipment.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills***Required***

- Demonstrated proficiency using standard office software applications, including microcomputers.

Physical Requirements***Required***

- Occasional lifting of objects up to 50 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a television studio environment.

Work Experience***Required***

- Three years professional work experience in commercial, education, or corporate video facility.

Preferred

- Five years work experience in broadcast engineering at TV station, production facility, or with television equipment business.

Education***Required***

- High School diploma or equivalent.

Other***Preferred***

- FCC License

Safety***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.