

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### CABLE BROADCASTING AND PRODUCTION TECHNICIAN

**SALARY SCHEDULE: SSP11**

**COST CENTER: OFFICE OF COMMUNICATIONS AND COMMUNITY RELATIONS (9075)**

**QUALIFICATIONS:**

- (1) Associate degree from an accredited educational institution in electronics, engineering, broadcast engineer, or related field or course work in electronics, television, audio, and/or broadcast systems or a minimum of three (3) years satisfactory experience in a similar position. Preference will be given to Certification as TV Broadcast Engineer or FCC license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of broadcast and production equipment, including Tightrope/Cablecast broadcast systems and Ross video switchers.  
 Experience with IT software installation and hardware functions for Apple and PC systems.  
 Experience in cable broadcast and studio production, including broadcast scheduling.  
 Experience utilizing digital routing systems, patching and nonlinear editing systems.  
 Experience in social and digital media and video on the internet, including live streaming.  
 Knowledge and experience of broadcast and internet graphic design a plus.  
 Ability to film and edit video content a plus.

**REPORTS TO:**

Manager, Cable Broadcasting and Digital Video Production

#### JOB GOAL

To provide excellent service and support for the school district's Education Channel, streaming platforms and production units to best convey the academic, athletic and artistic endeavors of Sarasota County schools, our administrators, teachers, students, School Board and community.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Maintain all broadcast and production equipment, including, but not limited to: cameras, switchers, recording equipment, sound boards and audio systems, lighting systems, teleprompters and XSAN servers.
- \*(2) Monitor cable stations 24/7 and troubleshoot broadcast and streaming issues as needed.
- \*(3) Schedule cable broadcast and internet VOD content.
- \*(4) Facilitate live and VOD broadcasts of School Board meetings, Digital Town Hall events, studio productions, etc.
- \*(5) Digitize programs, build program blocks, input cable channel schedule and maintain the cable channel transmission.

**CABLE BROADCASTING AND PRODUCTION TECHNICIAN (Continued)**

- \* (6) Operate studio control and School Board room equipment, including lighting controls, switcher, audio board and systems and teleprompter.
- \* (7) Install and maintain Apple software and PC software for the Education Channel equipment and digital platforms.
- \* (8) Manage all broadcast and production servers, collaborate with IT as needed.
- \* (9) Assist STC and other school groups to learn about broadcast production.
- \* (10) Stay up-to-date with technologies and trends in broadcast, cable, internet and VOD production as well as ADA compliance and closed captioning.
- \* (11) Work with outside equipment and maintenance vendors and contractors.
- \* (12) Perform other duties as assigned.
- \* (13) Demonstrate support for the school district and its goals and priorities and follow all School Board policies and practices.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**