Digital Broadcast Archivist

<table>
<thead>
<tr>
<th>Job Family: Media Production</th>
<th>Sub Family: Broadcast Technology</th>
<th>Career Track and Level: TAS 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code: MEDPRODBRDTECTAS2</td>
<td>Job Series: 32112</td>
<td>FLSA Category: NON-EXEMPT</td>
</tr>
</tbody>
</table>

**Job Family**

**Media Production:** Creates content and programming for a variety of media platforms including radio, television, and the Web. Delivers relevant programming to the community designed to engage listeners and viewers. Assists programs across campus in producing media content related to coursework and extracurricular activities.

**Sub Family**

**Broadcast Technology:** Operates and maintains system tools and equipment used in broadcasting.

**Job Responsibilities**

- Manages the digital archives for local television programming.
- Oversees the organization and acquiring of digitized versions of media library of locally produced programming.
- Responsible for metadata creation and entry and media ID assignments for all local programming into broadcast software.
- Assists in daily operations of Master Control and rotating on-call roster for broadcast automation system issues.

**Role**

- Works under limited supervision in performing job responsibilities.
- Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.
- May supervise or oversee the work of student employees.

**Impact and Complexity**

- Performs job responsibilities working within guidelines or traditional practice.
- May organize, set priorities, schedule, and review work of student workers or volunteers.
- Exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances.
- Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents.
• Demonstrates ability to triage conflicting priorities and handle sensitive situations with tact and diplomacy.

Requirements

Knowledge of media production policies, procedures, services, tools, and/or equipment typically obtained by a high school degree or GED or equivalent and 2 to 3 years related experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.