



Position Title:	Television Broadcast Engineer	Job Code:	3505-01
Reports To:	School Director	Job Group:	SNE
Department:	MDC TV	Salary Grade:	12
Prepared By/Date:	Richard De La Vega/06-29-2009	FLSA Status:	Non-Exempt
Approved By/Date:	Barry Gordon/06-29-2009		
Revised:	Jennifer C. Brito/8-4-2009		

Summary:

The Television Broadcast Engineer ensures smooth operation of equipment in the television studio and for the college's 24 hour/7 days-per-week cable channel. The MDC TV maintains air schedules and programming for MDC TV.

Essential Duties and Responsibilities:

- Ensures smooth operation of equipment by maintaining and upgrading to keep 24-hour/7 days-per-week station running including correcting equipment malfunctions due to power outages
- Ingest, encode, archive, schedule and deliver programming via Apella Broadcast System to provide continual exposure of MDC to the community
- Videotape promotional material in various locations to be broadcast on MDC TV
- Schedules and assists MDC faculty, staff and students with their videotaping needs in the TV studio
- Edit videos linear and non-linear systems to provide quality programming
- Prepare the studio for yours to promote SEDT
- Conducts tours of the studio to individuals interested in the operational procedures of SEDT and/or attending MDC
- Develop and create graphics for on-air use
- Operate various production positions in the TV studio including camera, audio, graphics for on-air use
- Operated various productions positions in the TV station including camera, audio, graphics, technical director, director, floor manager, and videotape
- Adjust and maintain studio lighting, photograph and/or videotape
- Provide support to instructional personnel in the classroom (studio) setting
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Adobe Photoshop, video editing programs, and Master Control operations
- Must have good understanding of both studio and field audio/video equipment and proper production practices
- Must be able to troubleshoot problems and correct them quickly and efficiently
- Ability to communicate effectively with large groups of people

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates degree and four (4) years of experience in the television and/or motion picture field equivalent combination of education and experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name