



USC University of
Southern California

Manager, Sports Broadcasting Job Description

JOB INFORMATION

<i>Job Code:</i>	131171
<i>Job Title:</i>	Manager, Sports Broadcasting
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Directs the production of live sporting events for USC in-venue video boards and online streams. Recruits, hires, and trains workers for the execution of live event broadcast productions. Produces video content for department's video boards and social media channels to engage fans and increase brand awareness of USC athletic programs. Ensures video boards and any related audio and video components are maintained and operational at all times. Responsible for oversight of financial budget for daily operations, equipment, staffing, and maintenance.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Cinema & Television	Or
X		Bachelor's degree	Communication Studies	Or
X		Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	of video industry experience in television broadcast, live-streaming, and video board production.	
	X	7 years	of video industry experience in television broadcast, live-streaming, and video board production.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Expert understanding of broadcast control room setting, including fiscal matters and staffing needs, as well as equipment maintenance and purchasing.
X		Demonstrated leadership, interpersonal, organizational, critical thinking and analytical skills.
X		Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
X		Experience with video post-production and graphic creation software.
X		Demonstrated ability to deftly handle time-sensitive matters, meet strict deadlines, and balance multiple projects simultaneously.
X		Experience using video cameras to capture footage of sports games, highlights, and interviews.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
	X	Expert knowledge and understanding of communications principles, concepts, practices, and technical requirements in broadcast and online media.
	X	Knowledge and previous experience working with sports leagues or conferences.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Plans, coordinates, and oversees live video productions, including in-game video elements and video board displays, during USC athletics events. Coordinates and executes production of live online streams. Develops and implements strategic plans for live video productions. Acts as director, technical director, and replay and graphics machine operator during live athletics events. Produces original creative video content for USC venue video boards. Conceptualizes, shoots, edits, produces, and distributes videos for various platforms and social media channels. Serves as main point of contact with production team for production of live events using stadium and performance venue video boards and online streams.				
Builds and leads a team of broadcast professionals, engineers, and game-day operators to work all events. Recruits, hires, and trains student and freelance (full-time and part-time) workers. Supervises, evaluates, and provides feedback to department staff and service providers. Oversees training and development of staff in proper control room and production techniques. Conducts ongoing reviews of budgeting and staffing plans.				
Collaborates with Big Ten Network (BTN) staff to establish production needs, set up broadcast requirements, and coordinate event schedules. Works closely with internal and external stakeholders (e.g., marketing staff, multimedia rights holders, outsourced staff) to ensure all sponsorship and marketing content is properly developed, displayed, and delivered on video boards. Collaborates with other units (e.g., marketing, creative, athletic communications) to plan and execute content that meets department goals and objectives. Assists with special events held in athletic venues (e.g., commencement ceremonies, concerts, convocations).				
Responsible for oversight of financial budget for daily operations, equipment, staffing, and maintenance. Adheres to campus and department procurement guidelines, using transparent means within established financial parameters. Serves as main point of contact for overall contract deliverables.				
Ensures video boards and any related audio and video components are maintained and operational at all times for athletic venues and events. Maintains broadcast equipment (e.g., production switchers, cameras, audio equipment) and graphics hardware. Performs equipment upgrades and ensures secure operation procedures. Ensures all live broadcasts are recorded for archival purposes. Coordinates, manages, and catalogues video archives. Fulfills media, institution, and internal requests for footage. Maintains technical knowledge needed to deliver broadcasts to the specifications of conference and department partners.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.