



Job Title: Coordinator of Broadcasting

Exemption Status/Test: Exempt

Reports to: Executive Director of Communications

Date Revised: 2016

Dept. /School: GRS-TV

Primary Purpose:

To supervise the GRS-TV staff providing video services to the Garland ISD to include: producing programs for GRS-TV, operating the video boards at Williams Stadium and HBJ Stadium, and working with clients at the Curtis Culwell Center.

Qualifications:

Education/Certification:

Bachelor's degree with a major in Television or Film

Experience:

Five (5) years of hands-on television production to include producing, directing and editing video programs

Special Knowledge/Skills:

Ability to manage diverse groups or individuals, both adults and students

Strong video production skills to include studio and field work; pre/post production and implementation of produced materials

Ability to organize, develop and produce video programming

Ability to use a personal computer

A valid Texas driver's license and ability to drive to and from production locations in a personal car, ability to work in a high pressure, fast-paced environment

Excellent communication and decision-making skills

Outstanding team player

Major Responsibilities and Duties:

1. Manage and schedule a department of five employees and one hundred fifty students.
2. Develop a pre-production plan for each program to be produced.
3. Direct live and taped broadcasts.
4. Operate studio/field equipment to include:
 - Video cameras
 - Video switcher
 - Audio board
 - Non-linear editing equipment
 - Set up of microphones and other related sound equipment
 - Set up of lights necessary for quality video
5. Create creative graphics.
6. Evaluate and purchase television equipment and supplies.
7. Minor technical troubleshooting.
8. Create and maintain the department budget.
9. Other duties as assigned by the Executive Director of Communications.

Supervisory Responsibilities:

Manage the day to day operations of the five employees that make up the district production department and Television Magnet Program.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Professional cameras, lights, tripods and non-linear editing equipment

Lifting: Must be able to lift up to 75 pounds repeatedly

Environment: Will work a 226 day contract plus over seventy productions that occur after hours, nights or weekends

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.