

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 9/16/2005
 LAST REVISION DATE 7/20/2006
 BAND & GRADE C 4 1 9

POSITION TITLE Broadcast and Auditorium Technician

IMMEDIATE SUPERVISOR _____

Job Summary (Basic Purpose of Position)

The Broadcast and Auditorium Technician will coordinate and manage the broadcast of School Board meetings, student productions, athletic events, etc. over the Bemidji Area Schools local cable channel and the daily operations of the High School Auditorium including sound and lighting. This position will also provide technical assistance to students and staff in these areas.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.0 AUDITORIUM</p> <p>1.01 Maintain and post event and use schedules</p> <p>1.02 Maintain sound and lighting systems and equipment.</p> <p>1.03 Trouble shoot problems with Auditorium systems.</p> <p>1.04 Requisition supplies and equipment necessary for system maintenance and/or scheduled events.</p> <p>1.05 Update and install appropriate technology.</p> <p>1.06 Maintain accurate records of maintenance tasks, supply and equipment purchases, etc.</p> <p>1.07 Maintain appropriate and adequate back-up systems.</p> <p>1.08 Direct student auditorium crew</p> <p>1.09 Train student auditorium crew on the use of light, sound and rigging systems.</p> <p>1.10 Set light, sound and rigging systems for concerts, productions and other events.</p>				<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Sound systems 2. Lighting systems 3. MacIntosh and PC operating systems 4. Video production equipment. 5. Broadcasting systems and equipment. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Work cooperatively with parents, students and staff. 2. Communicate clearly 3. Organize 4. Plan 5. Build schedules. 6. Work under pressure, 	<ol style="list-style-type: none"> 1.01 Schedules completed and posted appropriately. 1.02 Sound and lighting systems and equipment maintained appropriately. 1.03 Problems resolved promptly and appropriately. 1.04 Supplies and equipment were requisitioned in a timely manner. 1.05 Technology installed and updated accurately. 1.06 Accurate records maintained. 1.07 Technical assistance provided promptly when requested. 1.08 Back-up systems are maintained and operational. 1.09 The student crew demonstrates competence in the use of light,

REGULAR ROUTINE DUTIES

List of Things to Accomplish in Major Job Function

BAND/
GRADE

% OF
TIME
D, W

WC

**NECESSARY SKILLS,
KNOWLEDGE, ABILITIES**
What You Have to Know to
Accomplish Duty of Function

PERFORMANCE STANDARDS

How Will You Know the Job is Done?

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.11 Maintain light, sound and rigging systems for the high school auditorium, Lumberjack Room, fieldhouse/gymnasium and Commons area.

1.12 Maintain and update automated control systems.

1.13 Act as liaison between Bemidji Area Schools and clients renting District facilities.

1.14 Maintain all sound, light and rigging systems and equipment.

2.00 BROADCASTING

2.01 Design and install systems for maintaining on-air presence on local CATV systems and CCTV systems.

2.02 Design and maintain non-linear editing systems for student and instructor use.

2.03 Set up and maintain network computer servers used in the broadcast system.

2.04 Set up and maintain video servers for broadcast systems.

2.05 Direct the work of student interns working on broadcast projects.

2.06 Work with teachers and students to ensure awareness of current trends in broadcasting.

2.07 Develop and maintain a broadcast schedule for the Bemidji Area Schools local cable channel.

2.08 Broadcast taped events as scheduled.

2.09 Produce and broadcast regular meetings of the Board of Education and other live events as scheduled.

2.10 Maintain broadcasting and production equipment and systems.

2.11 Trouble shoot problems with broadcast and

stress and meet deadlines.
7. Develop and implement training programs for staff and students.

Skill:

1. Set up, diagnose and repair broadcasting, electronic and production systems

1.10 Clients renting District facilities report satisfaction with communications and services provided.

- 2.01 Broadcast schedules completed and posted.
- 2.02 Events and pre-recorded events are broadcast as scheduled.
- 2.03 Broadcasting and production equipment and systems maintained appropriately.
- 2.04 Problems resolved promptly and appropriately.
- 2.05 Supplies and equipment were requisitioned in a timely manner.
- 2.06 Technology installed and updated accurately.
- 2.07 Accurate records maintained.
- 2.08 Technical assistance provided promptly to staff and students when requested.
- 2.09 Appropriate back-up systems are maintained and operational.
- 2.10 The broadcast network is functional.
- 2.11 Upgrades and new installs are performed.
- 2.12 Teachers and students demonstrate knowledge and competence of

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>production equipment and systems.</p> <p>2.12 Supervise students activities/clubs (Broadcast Club, Stage Crew, etc.)</p> <p>2.13 Design and maintain systems to broadcast pre-recorded events.</p> <p>2.14 Maintain broadcasting and field production equipment and systems.</p> <p>2.15 Requisition supplies and equipment as needed.</p> <p>2.16 Update and install appropriate technology.</p> <p>2.17 Maintain appropriate and adequate back-up systems.</p> <p>2.18 Work with the local CATV and ISP providers regarding program production, broadcast scheduling, broadcasts and resolution of technical problems.</p> <p>3.00 TECHNICAL SUPPORT</p> <p>3.01 Act as first line technical support for problems or assistance related to the use of the High School Auditorium and building broadcasting systems and equipment.</p> <p>3.02 Facilitate training sessions for staff and students regarding the use of the Auditorium and/or building broadcasting production equipment and systems.</p> <p>3.03 Maintain building sound and audiovisual systems.</p> <p>3.04 Diagnose and correct problems with audiovisual equipment; including, but not limited to: overhead projectors, televisions, video cassette recorders, DVD players, etc.</p> <p>3.05 Maintain appropriate maintenance records for future problem solving solutions.</p> <p>3.06 Keep computer software updated on Auditorium and Broadcast systems.</p> <p>3.07 Create and maintain user access accounts</p>					<p>broadcasting equipment, production and current trends.</p> <p>2.13 Student Activities/Clubs are active, maintain student involvement/interest and follow District policies.</p> <p>3.01 Technical assistance is provided upon request.</p> <p>3.02 Training sessions for staff and students are developed and conducted.</p> <p>3.03 Students and staff demonstrate the ability to implement the knowledge and skills provided.</p> <p>3.04 User accounts are updated and maintained.</p> <p>3.05 Systems are physically and electronically secure to the fullest extent possible.</p>
---	--	--	--	--	---

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>on servers used in Broadcast system.</p> <p>3.08 Maintain security systems for computers used in Broadcast systems.</p> <p>3.09 Design and maintain building sound and audio-visual systems.</p> <p>4.00 OTHER DUTIES AS ASSIGNED</p>					
--	--	--	--	--	--