

Broadcast Specialist, ACCTV
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251593>

Downloaded On: Jan. 15, 2025 6:59am

Posted Jan. 14, 2025, set to expire Nov. 29, 2025

Job Title	Broadcast Specialist, ACCTV
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Jan. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Broadcast Specialist, ACCTV

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Broadcast Specialist, ACCTV

Job Description Summary:

To provide backend broadcast operations and duties required for ACCTV and ACC's Office of College Relations and Marketing. QCs, prepares, and schedules programming and content for various distribution platforms and assists with ACC's district wide digital signage mass communications system.

Job Description:

Description of Duties and Tasks

- Post production oversight, processing and quality control of closed captions to prep ACCTV programming for broadcast, YouTube, OTT App (with Telvue), and the web. Manages various vendors accordingly to execute these duties.
- Under guidance of ACCTV Executive Producer, works with various academic departments and divisions around the college to capture, schedule, organize, coordinate, clear rights and secure releases, and repackage departmental programming with internal editorial team to re-air on ACCTV. This includes but is not limited to content like ACC graduation, Board of Trustees

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- meetings, live events, panel discussions, performances and showcases, etc.
- Updates Marketing graphics and ACC open job positions weekly on slides with ACC's Human Resources Team to distribute to ACCTV's Channel 19.
 - Serves as right hand team member for Office of College Relations and Marketing and IT to update, schedule, and maintain consistent operations of ACC's districtwide digital signage system which displays important communications for students, faculty, and staff on 11 campuses with over 200 screens. This includes work with clients to edit as needed, schedule and distribute slides and videos in a timely and curated fashion as well as pushing out curated content playlists to screens as needed within ACC or for public events and open houses held on various campuses.
 - Assists with scheduling ACCTV broadcast channel programming month to month with Austin PBS using various programs like Telestream Vantage, BroadStream OASYS, et al. Keeps programming logs up to date, organized, accurate in ACCTV's Google Drive system.
 - Generates schedule guides for ACCTV with vendors like Gracenote and others for cable guides.
 - Assists with general administration work for ACCTV and OCRM. This includes but is not limited to scheduling class and conference rooms for shoots, meetings, through ACC's Ad Astra system, managing ACCTV's general station calendar with key dates and events, and assists with orders with equipment needs and supplies as needed.
 - Works in Google Drive to keep track and organize all of ACCTV digital release forms secured for production with talent.
 - Helps with ACCTV's broadcast operations staff member and Austin PBS to QC and ensure the channel stays up and on the air. As it goes down or has technical problems, communicates issues and problem solves accordingly.
 - May assist with studio or field productions as needed in various roles with student interns and production staff.
 - All other duties as assigned.

Knowledge

- Familiar with networked computer system environments and peripheral device capabilities.
- Knowledge of Mac, PC, and ChromeOS.
- Use of Google suite and organizations systems, such as Drive, Sheets, Docs, YouTube Studio, etc.
- Comfortable with video/graphic technologies, including image creation/editing, audio QC, broadcast and online video distribution.
- Knowledge and understanding of general broadcast programming and scheduling playlist systems and software programs.

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- Knowledge and technical understanding of broadcast connectivity to cable channels through GAATN (Greater Austin Area Telecommunications Network).

Skills

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Maintain best practices and high operating standards, ability to work under deadlines and prioritize projects, attention to detail, strong interpersonal and communication skills.
- Analyzing software applications, and developing recommendations for implementation.
- Some troubleshooting of equipment and components.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of video/audio production, distribution and QC software.
- Use of digital signage systems, HTML, and image editing software.
- Use of Broadcast Scheduling and programming software like Telestream Vantage and BroadStream OASYS.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Studio Production Experience

Required Education

- Associate degree.

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Preferred Education

- Bachelor's degree

Physical Requirements

- Work is performed in a standard office as well as a studio environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 40 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$47,840 - \$59,000

Number of Openings:

1

Job Posting Close Date:

January 31, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change,



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amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Broadcast-Specialist--ACCTV_R-7123

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff
Austin Community College

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