

<b>TITLE:</b> <u>Broadcast Associate</u>	<b>SALARY</b>	<b>CLASS</b>
	<b>SCHEDULE:</b> <u>Staff</u>	<b>CODE:</b> <u>SA510</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W.</u>	<b>SALARY</b>	<b>EEO</b>
	<b>GRADE:</b> <u>8</u>	<b>CODE:</b> <u>50</u>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>E-CLASS:</b> <u>SA</u>

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**POSITION PURPOSE**

Provide technical support to the operation of a radio or television station. Utilize an understanding of general work routines and the ability to operate specialized broadcast equipment which is moderately complex to assist in the transmission and reception of radio or television communications.

**ESSENTIAL JOB FUNCTIONS**

- Monitor and operate studio broadcast equipment to ensure continuous quality airing of programming on broadcast channels. Equipment includes consoles, tape machines and automation systems. Clean, adjust and maintain broadcast equipment; report equipment in need of repair.
- Provide task direction and training to volunteers and temporary staff in studio operations and at technical operating center. Instruct on use of equipment, policies and procedures. Schedule staff and volunteers for technical broadcast support.
- Assist volunteers in reading studio. Record, produce and maintain inventory of locally produced programming. Work with reading volunteers to ensure material is clearly recorded for easy understanding by listeners. Participate in announcing public service announcements and promotions.
- Distribute special radio equipment to enable listeners to receive broadcast frequency for programming. Maintain inventory of radio receivers and provide prompt delivery of devices. Assist in the implementation of new programming ideas to better service the needs of listeners.
- Ensure timely presentation of all on-air programming. Accurately time all programming, promotions and public service announcements to prevent overlaps. Obtain and route transmission of programming from affiliate stations and/or users and ensure smooth transition between programming from various sources. Provide continuous overnight programming via automation system computer.
- Prepare videotaped programming for broadcast, including striping/timecode, reel identification, barcode labeling and introduction into automated system. Work with clients to resolve problems and meet needs. Complete and maintain various reports and logs required by the FCC and/or for quality assurance.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level necessitates the understanding and operation of specialized radio or television broadcast equipment in order to assist in the technical production and broadcast of programming. Duties are procedural in nature, but an awareness of related activities is essential. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities, subject to supervisory approval and review. Functional work direction may be provided to lower level temporary and volunteer positions. This classification is typically found at the University Television or WDET Radio stations. Broadcasts are available on a 24-hour a day, 365-day a year basis which necessitate that an incumbent work a variety of shifts, weekend and holidays. This classification reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Possession of Federal Communication Commission Restricted Radiotelephone Operator Permit may be required.
- Some knowledge of and the ability to operate broadcast equipment.
- Some experience with computer systems may be required.
- Prior experience working in radio studio or in television desirable.
- Ability to communicate effectively with others.
- Ability to work a variety of shifts, weekends and holidays.
- Typically, incumbents have held part-time or volunteer positions at a radio or television station.