

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Instructional Media/Broadcast Coordinator

BASIC FUNCTION: Under the supervision of the area Assistant Dean, prepares and supports the daily services of the Instructional Media Center, including the day-to-day operation of the IMC; the maintenance and programming of KRCC 17 cable head-in on a 24/7 schedule; acts as key representative for media related business, including attending meetings on and off campus for various related District projects.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Trains, schedules, and supervises student and hourly staff assisting in the daily operations of the IMC and KRCC. Prepares and submits timecards.
2. Operates, schedules, and coordinates cable and satellite programming 24/7 including live video conferences.
3. Maintains and calibrates technical equipment including time base correctors, vector scopes, waveform monitors, as well as, down and uplink satellite equipment.
4. Contacts person for all related cablecast and satellite inquiries, including programming, scheduling, operating, and licensing; attends meetings with participating schools, colleges, universities, City and the County.
5. Develops and maintains a programs for promoting cable and satellite services, including video production of programs to be aired on KRCC and other broadcast networks.
6. Coordinates the day-to-day operation of the IMC in other areas of service, including classroom deliveries, special set-ups, production of graphics, presentations, video and audio recordings that are associated with classroom instruction.
7. Coordinates installation, service, and maintenance of all media equipment assigned to the campus; assists with determining new equipment acquisition.
8. Maintains an inventory of all media equipment, software, office, and media supplies; maintains the department's budget.
9. Maintains a record of all department forms, including licenses, agreements, and release forms.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution with major coursework in television operations and video production is required. A bachelor's degree from an accredited institution with major coursework in television operations and video production is desired.

EXPERIENCE: A minimum of four years responsible experience supervising and operating a college-level cable station and satellite network is required.

LICENSES/CERTIFICATIONS: None.

09-01-09

KNOWLEDGE OF:

ABILITY TO:

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS:

WORKING CONDITIONS:

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.