Job Description

Job Title: Student Broadcast Center Manager - ITR
Job ID: 3018
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES
Manages College broadcast facilities (radio, television, or other)
- Determines priorities, programming, and schedules
- Supervises studio productions and daily operations
- Develops budgets and administers fiscal and business affairs, including rental and use contracts and billing
- Maintains equipment and recommends repairs, replacements, and upgrades
- Assures health and safety guidelines are applied
- Consults with students and faculty regarding opportunities to make the best use of the broadcast facility
- Performs related duties as assigned

CONTRACT TITLE
Higher Education Associate

FLSA
Exempt

CAMPUS SPECIFIC INFORMATION
The Multimedia Center comprises a two-story facility of some 21,500 square feet of space, and includes edit bays with an audio sweetening room, media conversion lab, equipment room, studio, audio and video control rooms, and student newsrooms. Technical environment is HD digital video, capable of integrating and/or converting from/to HD digital video and standard definition (digital or analog) systems. Apple Macs, fiber channel, Apple XSAN/XServer, and Cisco networking with industry standard software are used throughout for production, post-production, instruction, and research. The full facility will be online for the Spring semester of 2010.

Under the supervision of the Technical Director (TD) for the Multimedia Center, with wide latitude for independent initiative and judgment, and working closely with all of the Multimedia Center technical staff, as well as faculty in academic departments, the Student Broadcast Center Manager will be responsible for all aspects of audio engineering and production in the Multimedia Center. The Student Broadcast Center Manager will be the audio engineer as part of a live crew on some productions for Lehman College events/shows, working with faculty and students for academic instruction and research projects. Additionally, the Student Broadcast Center Manager will warrant that individuals have the level of knowledge and training to be cleared on the use of the audio equipment in the Multimedia Center without immediate supervision by an approved qualified technician.

Responsibilities will include:
- Designing and controlling the audio requirements for all shows produced by and for the college,
and/or training and supervising individuals to do so.
- Providing assistance with other functions of the Multimedia Center not related to audio specifically, but broadcast or multimedia related, including managing the production process when needed so as to produce professional quality results.
- Recommending for acquisition appropriate audio equipment associated with the Multimedia Center, ensuring its proper installation and maintenance, and providing training in its proper operation to other staff, faculty, and students.

The Student Broadcast Center Manager will respond to all requests for technical assistance or information regarding audio production on campus from students, faculty, and other users of the Multimedia Center; and refer inquiries or requests to other Multimedia Center staff as appropriate.

The Student Broadcast Center Manager will also:
- Provide expertise to other areas and departments of the college regarding the use of audio for academics, research, and general college needs.
- Provide orientation and training to subordinates and assistance to other employees of the Multimedia Center, as well as to instructional staff and selected students (e.g., interns) in use of equipment and software in the Center, with a focus on audio technology.
- Assist in demonstrating and/or demonstrate the use and care of all Multimedia Center equipment and systems, as requested by the Technical Director.
- Operate and/or clear individuals to operate the audio equipment of the Multimedia Center.
- Perform the duties of the Technical Director when necessary.
- Perform other related duties as assigned.

The work schedule will at times be irregular and include some evening and weekend hours, according to the needs and schedules of the college and the Multimedia Center. The Center will be used for regularly scheduled classes, faculty and student research projects, one-time special events for the college, development of materials and programming by faculty and staff, or other scheduled uses of the Center.

MINIMUM QUALIFICATIONS

Bachelor's degree and six years’ related experience required.

OTHER QUALIFICATIONS

The successful candidate for the Student Broadcast Center Manager will have experience in some of the following areas: digital audio consoles (Multimedia Audio Control Room will use Euphonix Console PK-S5 Fusion); acoustics, equalization, and microphone selection and placement for talk shows, orchestral, small music ensembles, and the singing voice; recording, mixing, and sweetening using DigiDesign Audio Pro Tools; recording ADR and sound F/X -- with full mix in Pro Tools; ability to differentiate and compromise on microphone placement for aesthetics vs. acoustics; comprehend extensive patching and embedded HDSI audio/video; setting-up and operating a mix-minus for IFB. Must be patient, helpful, customer service oriented, and demonstrate success in communicating with, managing and supporting faculty and students.

COMPENSATION

$68,024 - $74,133

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply online please visit: http://www.cuny.edu/employment/cunyfirst/CUNYfirst-application.html for directions. Upload a cover letter, resume and contact information for three references as one document in rtf, doc, or pdf format.

CLOSING DATE

Open until position is filled. (Previously posted as Job ID# 2427)
EQUAL EMPLOYMENT OPPORTUNITY

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