

**USF Job Class Description**

JOB CODE: 3790  
JOB TITLE: Broadcast  
Production/Programmer Assistant  
JOB FUNCTION: Public Broadcasting  
PAY PLAN: 23  
CAREER BAND: C  
FLSA: Non-Exempt  
Effective Date: 04/01/2007

**Job Title: Broadcast Production/Programmer Assistant**

**Job Summary**

The Broadcast Production/Programmer Assistant is responsible for maintaining and constructing the studios, and studio and lighting equipment used for internal and client productions for TV and radio. This position may operate studio equipment during live broadcasts. This position will be responsible for maintaining and purchasing inventory.

**Nature of Work**

The Broadcast Production/Programmer Assistant typically reports to a Director, Associate Director, Assistant Director or Operations Director/Manager. The position will ensure studio sets and lighting equipment is setup and in proper working order for TV and radio productions. The position may also assist with operating equipment and assist with show content and formatting.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Manage, maintain and construct studio sets to accommodate internal and client TV and radio productions.
- Provide assistance and training with editing, producing and preparing files and recordings for on-air programming.
- Assists with show formulation, content and formatting.
- Operate studio equipment to help facilitate flow of programs.
- Provide technical support with the automated system.
- Respond to inquiries and issues and assist with actions to correct problems.

- Maintains lighting and studio inventory to include purchasing, loading and unloading trucks and the assembly and storage of the inventory.
- Perform role of lighting grip and/or audio tech for studio and field productions.
- Assist with video elements of the production.
- May act as videographer.
- Assist with other TV or radio broadcasting activities as required.

**Minimum Qualification Requirements**

This position requires a High School Diploma and two years' experience in TV or radio broadcasting. Appropriate college coursework or vocational technical training may substitute at an equivalent rate for the required experience.