

POSITION DESCRIPTION
Broadcast Operator

POSITION SUMMARY/PURPOSE

This position monitors, operates and routinely maintains electronic apparatus used to broadcast live coverage of the proceedings of the House and Committees, as well as records electronic Hansard, retrieves and displays/copies archive recordings and assists in the television operations.

DUTIES & RESPONSIBILITIES

1. Prepares for the recording of the proceedings in the Chamber by assisting in the check out and audio system testing. Operates teleprompter including microphone console and monitors/adjusts PA levels. Notes the date, session and time of proceedings on the cue track, along with identifying speakers and interjections.
2. Sets up, operates and ensures that all equipment and electronic facilities for live broadcast coverage are available and in good working condition. Utilizes switcher to allocate video and audio feeds to machines. Sets levels on recording equipment using test signal/tone. Verifies proper routing/patching of video levels and distribution of television signal/tone, as well as monitors on a continuous basis, audio and video quality during operations. Submits equipment fault and other reports as required. Operates technical equipment as directed.
3. Sets up, operates and ensures that all audio equipment and electronic facilities for live committee coverage are available and in good working condition. Utilizes audio board to select appropriate audio feeds for transcript. Sets levels on recording equipment using test signal/tone. Monitors on a continuous basis, audio and video quality during operations. Records cue track to identify speakers, catch interjections and off microphone comments for full Hansard record.
4. Relocates broadcast and recording equipment as directed. Completes installation and check performance of equipment.
5. Inputs and updates information for digital signage information systems for broadcast to satellite and/or the IN HOUSE channels.
6. Searches for specific items in digital files, using a time code. Labels audio and video digital files appropriately.
7. Oversees the work of contractors at other locations when required.
8. Assists on Special projects as assigned by the Director of BRS or the Operations manager.

9. Performs other related activities as required. Keeps up-to-date on related skill development in order to use any new technologies or processes as required.
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JOB REQUIREMENTS

Training/Knowledge:

- Position requires knowledge of the operation and maintenance of a variety of audio and video recording equipment, along with knowledge of broadcast and recording policies, standards and procedures for recording House & Committee proceedings, including an understanding of House/Committees operational impact on broadcasting. And/or requires a completion of 2-3 years college diploma in the field of broadcasting, and 6 months to 1 year prior-related/on-the-job experience to perform a variety of work tasks including off-line editing.
- Requires knowledge of computer technology systems and software applications including digital and compression technology for the audio recording process and computer networking.

Judgement:

Works within guidelines and procedures, including conforming to standards and general image of the station. Resolves technical difficulties, diagnoses and repairs problems with audio and recording equipment. Uses judgement to understand and interpret the wishes and directions of the Committee Chairs, and anticipating next moves. Adapts processes and set-ups to local situations during travel.

Confidentiality:

Position may be required to record Closed Committee Sessions or 'in camera sessions'. No opportunity for disclosure.

Impact:

Errors could impact branch where errors in video/audio recording may mean a delay in editing, extra work for Hansard transcribers.

Contacts:

Internal contacts with Members of the Legislative Assembly, Committee Clerks, Hansard transcribers and editors, and colleagues/technical staff to perform set ups, receive direction in the running of committees, provide special equipment/audio for presentations. External contacts with the public in the exchange/provision of information related to recording or operational matters.

Supervision:

No direct responsibility, however, oversees and directs the work of outside contractors during travel.

Working Environment:

Position works in various rooms within the Legislative Precinct, in open or crowded space, including climbing up the ladder to perform job tasks. Manual dexterity and good physical condition in order to lift heavy equipment and install cables. Operates video/audio and computer animation equipment for approximately 50% of working time. Sits for extended period of time with limited movement when operating audio console during committees. Visual/mental/aural concentration required for regular listening, watching, monitoring coverage of House, Committees and in control room – anticipating speakers and putting them on the cue track.