



Business Title: **Assistant Operations Manager**

Official title: Production Operations Manager(PB030)

Qualifications:

REQUIRED QUALIFICATIONS

1. Experience working with audio and/or video production for professional broadcast, live-streaming or similar distribution system including hands-on experience in studio, remote or field production; familiarity with production workflows for broadcast or digital media content including working knowledge of digital media file formats
2. Professional experience handling resource scheduling or in operations management
3. Strong organizational skills and the ability to handle complex schedules, multi-task, and change focus quickly while maintaining accuracy, efficiency and attention to detail
4. Excellent written and verbal communication skills; ability to manage and prioritize multiple communication streams; demonstrated ability to stay calm, productive and professional in times of multiple deadlines and competing priorities
5. Demonstrated ability to be self-directed, work independently and work in teams
6. Experience monitoring a complex budget and unit expenditures
7. Innovative problem solver; ability to think outside-the-box, and to find and implement solutions to challenges while adhering to station standards and University guidelines

PREFERRED QUALIFICATIONS

1. Proficiency with resource or project management software such as MediaPulse or ScheduAll
2. Experience supervising individuals in a media production environment
3. Experience effectively and successfully working and interacting with customers, clients or stakeholders
4. Working knowledge of post-production media software such as Adobe Suite, AVID Media Composer, or Pro Tools
5. Experience with development and implementation of technical standards for media production
6. Working knowledge of the Microsoft suite of software (i.e. Word, Excel, Outlook) and Google applications (i.e. Docs, Drive, Sheets)

Job Summary:

The Assistant Operations Manager is a detail-oriented broadcast and media production professional who excels in a fast-paced, frequently changing work environment. Must have strong organizational, communication and problem-solving skills to handle daily and long-range scheduling of PBS Wisconsin's studios and remote facilities, equipment, and production personnel. This position has many competing demands and small details to wrangle, but offers great satisfaction in helping production teams get award winning content on the air and online. Will be involved in the hiring, training, and evaluating of Operations Department staff. Reports to Operations Manager.

Standard Summary: PB030 Production Operations I

Manages and leads production operations for the station and/or network. May supervise staff and coordinates the day-to-day technical operations of studio and remote facilities and operational personnel to meet production and broadcast deadlines and ensure station standards of quality.

Essential Responsibilities:

- 50% Schedules personnel, production equipment, and facilities for content production, broadcast, streaming, events, meetings, and other station operational business. Works closely with station personnel in all departments
- 10% Maintains extensive knowledge of studio and remote production equipment and techniques
- 5% Creates and manages the annual unit budget and long range equipment and facilities planning, and creates and maintains long range operational personnel and equipment calendar to inform station planning



- 10% May exercise supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 FTE or equivalent employees
- 5% Assists with the development of technical standards and training of technical personnel
- 10% Communicates with internal and external stakeholders about technical operations

Unique Responsibilities:

- 10% Maintains PBS Wisconsin fleet vehicles including scheduling routine maintenance, recording monthly mileage and communication with UW fleet personnel

Education:

Preferred
Bachelor's Degree
Broadcast Production, Communication Arts, Operations Management or related field.

Additional Information:

Expected salary for this position is in the mid \$60,000s. Actual pay will depend on experience and qualifications.

The person in this position will be required to work with computer equipment for long periods of time.

The person in this position will be required to comply with the Ethics for PBS Wisconsin Staff located here: <https://pbswisconsin.org/about/>, in addition to the UW-Madison code of ethics.

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e., a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of appointment.

How to Apply:

The following must be received for your application to be complete: 1) Resume; 2) A cover letter or narrative describing how your experience relates to each of the required and preferred job qualifications; 3) A list of at least four professional references with titles, emails, and phone numbers (include at least one supervisory reference). Note that references will not be contacted without your prior knowledge.

To ensure consideration, application must be received by: March 18, 2022

A period of evaluation will be required

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If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employeeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report (<https://jobs.wisc.edu/asr>) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.



Job Group: Public Broadcasting

Job Subgroup: Broadcast Engineering & Operations

FLSA Status: Exempt

Employee class: Academic Staff

Department(s): A466000 / PUB MEDIA/PBS WISCONSIN

Full time salary rate: Minimum \$63,800 ANNUAL (12 months)
Depending on Qualifications

Term: This is a renewable appointment.

Appointment percent: 100%

Anticipated begin date: April 1, 2022

Number of positions: 1

Department Contact:

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For more information, please visit:
University of Wisconsin-Madison: <http://www.wisc.edu>
Office of Human Resources: <http://www.hr.wisc.edu>
Jobs at UW: <http://jobs.wisc.edu>