UNIVERSITY OF SOUTHERN CALIFORNIA
Chief Engineer, Cinematic Arts
Job Code: 129263

Grade: J
OT Eligible: Yes
Comp Approval: 6/19/2007

JOB SUMMARY:
Oversees the daily operations and delivery of services for the Engineering department of the School of Cinematic Arts. Provides leadership and guidance to staff technician and/or student workers.

JOB ACCOUNTABILITIES:

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Oversees repairs, maintenance and modifications of specialized and/or state-of-the-art equipment for the Engineering department of the School of Cinematic Arts. Resolves malfunctions in complex, specialized, and state-of-the-art equipment.

Designs and tests audiovisual systems and/or specialized equipment. Produces system schematics, rack elevations and engineering documents specifying location of equipment and/or systems, means of installation and connectivity.

Oversees activities of assigned staff and/or student workers. Provides technical guidance and direction to direct reports, other University employees or outside personnel in TV station, on remote locations, on stages, in editing rooms and in other facilities. Recruits, screens, hires, trains, schedules and assigns work. Assesses performance and provides feedback. Counsels or disciplines, as needed.

Oversees the audiovisual systems construction process including installation, wiring and configuration of equipment. Coordinates the introduction and installation of new equipment and/or systems and answers questions regarding their proper use.

Sets up, assembles, installs, configures and operates and maintains a variety of equipment, instrumentation and electronic systems, as needed. Troubleshoots equipment, instrumentation and/or systems malfunctions.

Researches, locates and procures needed equipment, tools, parts and/or materials. Maintains vendor contacts and purchase and technical documentation files for reference and reporting, as needed.

Develops and implements standard operating procedures. Ensures compliance with security and safety standards.

Familiarizes faculty and staff with engineering policies and procedures. Conducts hands-on training seminars for faculty and staff. Creates and modifies training manuals.

Consults with faculty, staff and other University entities about new technologies in the field. Stays informed of state-of-the art developments in the audiovisual equipment technology field through trade publications, professional seminars and conventions.

Maintains and modifies master repository of engineering drawings and other technical material describing facilities and equipment.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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<td>In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.</td>
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**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's Degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

5 Years

**Minimum Field of Expertise:**

Knowledge of TV station and video production facility operations. Knowledge of audiovisual systems design and construction. Specialized technical knowledge of and experience with the installation, maintenance, service, alignment and proper operation of audiovisual and broadcast equipment and electronic systems technology. Knowledge of the principles and practices associated with analog and digital video, stereo and 5.1 audio recording, editing, and broadcasting. Formal training in electronics with an emphasis on video, audio and broadcast.

**Preferred Experience:**

7 Years

**Skills: Administrative:**

- Communicate with others to gather information
- Coordinate work of others
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software
- Use electronics design and scheduling software

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Conceptualization and design
- Conflict resolution
- Consulting
- Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Organization
Planning
Problem identification and resolution
Scheduling
Teaching/Training

Skills: Machine:
  Audio/Visual Equipment
  Broadcast equipment
  Computer Network (Department or School)
  Computer Network (University)
  Computer Peripheral Equipment
  Fax
  Personal Computer
  Photocopier

Supervises: Level:
  Leads one or more employees performing similar work

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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