



(manual section is applicable for above companies)

**HUMAN RESOURCES****Revision 63 : August/09/2011****Chapter 8 - .11 Guest Activities****8.11.24 Broadcast Technician**Position Title: **Broadcast Technician**Revised Date: **4/17/2007****POSITION SUMMARY**

Coordinates satellite feeds, editing, shooting, graphics and video productions for onboard television system and produces live special events and video shows by performing the following essential duties and responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Royal Caribbean International expects each shipboard team member to relentlessly exemplify the principles of the Anchored in Excellence Credo to all team members. In addition, all duties and responsibilities are to be performed in accordance with Royal Caribbean International's Gold Anchor Standards, SQM standards, USPH guidelines, environmental, and safety policies.

Each shipboard employee may be required to perform all functions in various service venues and throughout the ship.

1. In accordance with Royal Caribbean International's philosophy of *Anchored in Excellence*, each employee conducts oneself in a professional and courteous manner at all times. This consists of physical and verbal interactions with guests or fellow shipboard employees and/or in the presence of guest contact and crew areas.
2. Reads television-programming log to ascertain program to be recorded or program to be aired on RCTV closed circuit television. Ensures all graphics reflect the current marketing strategy and Gold Anchor Standards.
3. Selects pre-approved source, such as movies, satellite or local television stations, from which program will be recorded or transmitted, and selects videotaping equipment on which program will be recorded.
4. Observes quality control monitor to verify that station is on-air. Monitors television system to ensure all channels are operating appropriately within specifications and correct programming is being televised.

5. Maintains equipment and ensures proper function. Cleans videotape path to remove contaminants that would affect quality of recording or playback of videotaping equipment.
6. Sets audio level, and records test pattern and program onto videotape.
7. Verifies quality of recording before playback on television system.
8. Maintains quality tape stock and updates tape based programming.
9. Observes scales in video and color monitors and operates controls to adjust video and color levels. Assures video and audio levels are within appropriate range as to not cause distortion over television system.
10. Cues program and places videotaping equipment in remote control mode for use by other operator.
11. Operates videotaping equipment to dub and edit tapes.
12. Wires audio and video patch bays (socketed equipment that allows for transfer of audio and video signals between different pieces of equipment, via cables).
13. Operates videotaping equipment to record production and related shows performed onboard.
14. Maintains inventory and maintenance of all video equipment in the Cruise Director Division, including broadcast room, theatre, cinema and conference room.
15. Shoots, edits and produces "Cruise in Review" video. Promotes the sale of video with the photography department.
16. Shoots, edits and produces commercials to promote onboard revenue.
17. Attends meetings, training activities, courses and all other work-related activities as required.
18. Performs related duties as required. This position description in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position. Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management.

## QUALIFICATIONS

*Minimum hiring, language and physical requirements to perform the job.*

### **Hiring Requirements:**

- o Two to three years television broadcast or television production experience required.
- o Knowledge of broadcast, video productions and technical television operation production. This includes producing, directing, shooting and editing of feature length, short formats, commercial and documentary style programming.

- o Bachelors or Associates degree in broadcasting, technical field preferred.
- o Ability to edit on both linear and non-linear production systems in multiple formats such as Beta SP, Beta SX, SVHS, MPEG, etc required.
- o Ability to operate Macintosh and Windows computer platforms and familiar with AVID required and a variety of Adobe products such as PhotoShop, After Effects, Illustrator, Premier preferred.
- o Knowledge of basic computer operations in the areas of live TV directing, call and switch live multiple camera programs, TV programming, scheduling and traffic.
- o Knowledge of satellite uplink and downlink procedures, as well as signal tracking while at sea preferred.
- o Completion of high school or basic education equivalency required.

**Language Requirements:**

- o Ability to speak English clearly, distinctly and cordially with guests.
- o Ability to read and write English in order to understand and interpret written procedures. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from guests, supervisors and co-workers.
- o Ability to speak additional languages such as Spanish, Portuguese, Italian, French or German preferred. A language aptitude test may be requested.

**Physical Requirements:**

While performing the duties of this job, the shipboard employee is regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

All shipboard employees must be physically able to participate in emergency life saving procedures and drills. Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats. Ability to lift and/or move up to 75 pounds.

**Related Entries:**

**END OF SECTION**