

<b>Position Title</b>	Broadcast Operations Technician	<b>Classification</b>	Grid Level 18
<b>Department</b>	Hansard Services	<b>Date Updated</b>	March 2026
<b>Reports to</b>	Senior Broadcast Operations Technician		

**PROGRAM AND STRUCTURE**

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*. The Legislative Assembly is an autonomous employer, separate from the BC Public Service and the administrative framework of government ministries and agencies.

**DEPARTMENT SUMMARY**

Hansard Services supports the work of Members, officers and staff of the Legislative Assembly of British Columbia, various ministries, and fosters public awareness and understanding of the legislative process by making the proceedings of the House and its committees accessible to all British Columbians. Hansard Services publishes the Official Reports of the Legislative Assembly and Parliamentary Committees and broadcasts Assembly and Committees proceedings. The Official Reports of Debate of the Legislative Assembly of British Columbia (also known as Hansard), provide Members, staff, ministry stakeholders, the media, legal and academic community, as well as British Columbians with a trusted, reliable and researched record of proceedings in the Chamber and in committees. The transcripts and broadcasts are full, accurate and impartial records of the work of the Members of the Legislative Assembly and facilitate Member outreach and communications to British Columbians. Operational deliverables are often expedited and triaged within a high pressure and political environment.

**JOB SUMMARY**

Reporting to the Senior Broadcast Operations Technician, the Broadcast Operations Technician (BOT) is responsible for the operation of complex systems used to conduct, record, broadcast and stream the proceedings of the Legislative Assembly of British Columbia, including Hybrid systems for remote participation. The BOT is the final decision maker for what content is broadcast live, constantly evaluating video and audio quality, video composition, video content, graphics, and adherence to parliamentary procedure and practices. This position is responsible for the aggregation of data used for on-air graphics, as well as the configuration of automation systems and operation of broadcast equipment, both on-air and in post. The BOT conducts audio and video production, collaborating with other Assembly departments to create content for specific projects. When the House is in session, or Committees meet, the BOT has operational broadcast responsibilities that can lead to extended workdays. The BOT communicates professionally with colleagues, senior management, Officers and Members of the Legislative Assembly, and external stakeholders.

**KEY RESPONSIBILITIES**

- Ensures successful implementation and operation of complex systems and services allowing the function of parliamentary process; supports debate, passage of legislation, budgets, and all other business during the sittings of the Legislative Assembly and meetings of committees.
- Applies the principles and best practices of professional broadcasting to the proceedings of the Legislative Assembly of British Columbia and associated business and events.
- Monitors and controls television and audio systems and responds immediately to changes in House proceedings and events.
- Applies knowledge of professional live television broadcasting and parliamentary procedure in live on-air production: directing, switching, robotic camera operation, and use of master control software and hardware.
- Manages Hybrid workflows for remote Member participation in Parliamentary meetings.
- Coordinates with ASL Interpretation team and integrates ASL Interpretation into Legislative broadcasts.
- Coordinates with Live Captioners and manages AI Captioning services to provide closed captioning for all Legislative proceedings.
- Uses knowledge of audio-video production standards and technologies to design, shoot and create video content for various stakeholders for training, promotion and on-air use.
- Produces broadcast graphics and pre-programs automation systems.
- Evaluates and tests audio, video and broadcasting systems, equipment and software supplied by outside manufacturers to determine its suitability for use by Hansard Broadcasting Services.
- Prepares archival recordings for each sitting and provides video edits to MLAs
- Administers and troubleshoots complex hybrid video communications systems (based on Zoom) to ensure secure, stable, seamless and procedurally compliant remote access for Members, witnesses and staff during live proceedings.
- Identifies Members and witnesses quickly and accurately during proceedings to ensure correct representation and attribution in all official records.
- Communicates with the Speaker, Clerks, Chairs and Members regarding business and operational requirements when necessary.
- Exercises sound judgement and calm professionalism in high-pressure, live broadcast environments, coordinating with stakeholders to resolve issues without disrupting proceedings.
- Diagnoses, resolves or escalates technical issues in complex AV and broadcast systems. Identifies opportunities for improvements in usage protocols and procedures.
- Sets up, operates and disassembles broadcast equipment for live event broadcasts.
- Uses subject matter expertise to research, evaluate and recommend software and hardware solutions to enhance video and audio service delivery and operational efficiencies.
- Takes responsibility for maintaining a safe work environment, following safe work practices and procedures, and reporting potential hazards.
- Performs other duties as assigned within scope of work.

## **ORGANIZATION STRUCTURE**

Clerk of the Legislative Assembly of BC

Deputy Clerk of the Legislative Assembly

Director, Hansard Services

Manager, Broadcasting Services

Senior Broadcast Operations Technician

**Broadcast Operations Technician**

## **SELECTION CRITERIA**

## **EDUCATION, TRAINING & EXPERIENCE**

- Post-secondary education in audiovisual technology, television broadcasting or a related field, plus at least three years of related and progressive experience in live AV or live television broadcast production, or an equivalent combination of education and experience.
- Experience working with professional broadcast production equipment and software in both live and post video production.
- Experience with computer networking, cybersecurity best practices for broadcast and video editing environments, and video asset management.
- Adobe Creative Cloud certification would be considered an asset.
- Experience and familiarity with parliamentary principles and Legislative broadcasting is preferred.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Advanced technical and operational knowledge of professional broadcast, post-production and AV technologies.
- Extensive knowledge of television production standards and best practices.
- Knowledge of video and audio transport and routing.
- Thorough understanding of parliamentary procedure, Standing Orders and the Legislative environment with the ability to apply that knowledge effectively in live operational contexts.
- Exceptional decision-making and situational awareness in high-pressure live broadcast environments, with the ability to respond calmly and professionally to technical or procedural issues in conditions of limited supervision.
- Advanced knowledge of video and audio production techniques, using a wide range of cameras, microphones, and specialized production equipment.
- Extensive knowledge of video editing and live video production software.
- Excellent communication and interpersonal skills, with the ability to work professionally and respectfully with Members, parliamentary staff and external stakeholders in a non-partisan setting.
- Strong analytical and troubleshooting skills, with the ability to independently resolve complex technical issues and contribute to workflow improvements.
- Knowledge of data set integration into broadcast graphics and automation.
- Knowledge of AC electrical systems, safety and distribution.
- Willingness to update and advance knowledge through training and documentation.
- Willingness and ability to accommodate scheduling that is subject to change based on the Parliamentary Calendar or special events.