

Job Title	Broadcasting Systems Co-op	Classification	Grid Level 9
Department	Hansard Services	Position #	HS5034
Reports to	Broadcast Infrastructure Architect	Date Updated	May 2025

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 is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

Hansard Services supports the work of the Legislative Assembly of British Columbia, its members, officers and staff 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 is divided into three operational units: Broadcasting Systems, Reporting Services and Publishing Systems. Broadcasting Systems is responsible for the critical Audio and Broadcasting infrastructure used in the parliamentary process and ensures that broadcasts and live streams of Assembly and parliamentary committee proceedings are available in accessible formats. Broadcasting content is used by Publishing Systems and Reporting Services to prepare, edit, publish, and preserve the Official Reports of the Legislative Assembly and Parliamentary Committees. Reporting Services transcribes, research and edit the Official Report of Debates for the Legislative Assembly and the Report of Proceedings for parliamentary committees. Publishing Systems ensures final transcripts are posted for public access and archiving. These transcripts are carefully indexed to ensure ease and accuracy in information retrieval.

JOB SUMMARY

Reporting to the Broadcast Infrastructure Architect, the Broadcasting Systems Co-op works with the Broadcasting Systems team to design, develop, test and maintain technology solutions to support Broadcasting Systems services, systems and operations critical to the function and flow of the parliamentary process in the Legislative Assembly. The Co-op will have an opportunity to shadow and work with subject matter experts in an innovative and high performing technical environment with access to new technologies and equipment.

KEY RESPONSIBILITIES

- Participates in the development, testing and maintenance of software, scripts and utilities to support video and audio live- and post-production, recording and archiving.
- Assist maintaining systems and software which support Broadcasting Systems production.
- Contributes to the capture of information to generate analytics and KPI data.
- Research new technologies and processes to improve operational efficiencies.
- Participates in the planning, development, documentation, testing and implementation of new processes and systems as directed.
- Observes day-to-day broadcast production and workflows to gain a better understanding of technical operations.

- Participates in Broadcasting Systems projects and initiatives.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC

Chief Information Officer

Director, Hansard Services

Manager, Broadcasting Systems

Broadcasting Infrastructure Architect

Broadcasting Systems Co-op

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Current pursuit of a degree or diploma in a technology-related discipline: computer science, electronics engineering, audio visual or broadcast technology, information technology, a related program, or a relevant combination of education and experience.
- Knowledge of software development.
- Strong IT and network foundation.

KNOWLEDGE, SKILLS & ABILITIES

- Strong troubleshooting and problem-solving skills.
- Working knowledge of scripting, programming and automation.
- Strong English verbal and written communication skills.
- A keen interest in learning and applying new technologies.
- Strong knowledge using different operating systems (Windows, MacOS, Linux).
- Experience with streaming media, broadcast and post-production systems, and digital audio an asset.
- Experience with electronics and audio/visual equipment an asset.
- Knowledge of 3D printing software and hardware an asset.
- Experience with CAD or similar drawing applications an asset.