



Part-Time Master Control Operator

Position Description and Performance Expectations

Effective Date: September 4, 2018
Department: Engineering
Classification: Part-time employee
Responsible to: Senior Master Control Operator

The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. The bulleted items represent some, but not all, of the performance measures which may be used in evaluating performance. Job duties, work-week parameters, and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.

General Description:

This is a part-time position requiring 20- 30 hours per week. Shift schedules to be determined. Under the general supervision of the Sr. Master Control Operator and Chief Engineer. Operator duties include airing and monitoring of programs and interstitial material in accordance with the station log, recording programs in accordance with a printed schedule and monitoring ValleyPBS transmitter operations in accordance to FCC guidelines. This position may require the ability to fill-in for shifts during other days/times.

Essential Functions:

- Air Programs and Breaks in accordance with the station log and FCC guidelines.
- Operate station automation system.
- Operate transmitters and record faults and readings on the transmitter log.
- Operate Foggy day alert system
- Record and time programs on video server as determined by the recording schedule.
- Report equipment errors and discrepancies to engineering maintenance.
- Assist in studio operations

Accountabilities:

- Work cooperatively with all the station's staff toward fulfillment of the station's mission, goals and objectives.
- Cooperative, supportive and professional attitude with staff members, volunteers and vendors.
- Timely and accurate completion of assigned responsibilities.

Competencies:

- Previous Master Control experience preferred
- Time Management: Must have the ability to organize and manage shifting priorities under tight deadlines and in pressure situations.
- Must have the ability to multi-task and adapt quickly to change.
- Strong technical aptitude and experience with television control room and studio production technology including automated on-air playout systems, satellite systems, bonded cellular systems and router systems.
- Knowledge of preferred systems: Harmonic, Crispin, Ross, Ericson.
- Communication: Excellent interpersonal and verbal communication skills with the ability to clearly communicate with all levels within the organization and with external vendors.
- Teamwork: Requires adaptability, enthusiasm, initiative, ability to handle criticism, even temperament and a positive approach to problem solving.
- Must work effectively within a team environment.
- Operate consistently with a high degree of accuracy.
- Exceptional attention to detail and desire to excel. Must also be able to work independently without direct supervision.
- Must be able to work under time pressure deadlines and willing and able to work different shifts or longer shifts.
- Willing and able to work weekends and holidays.
- Knowledge of Windows Operating System.
- Knowledge of Microsoft Office Suite.
- Ability to read and follow program logs.
- Must have a valid California Drivers License.
- Must have transportation available to accommodate flexible schedule.
- Must have High School Diploma or equivalent.
- Must be sighted and have good hearing.

Please complete the ValleyPBS Employment Application and submit, along with resume, to Andy Vu, ValleyPBS Chief Engineer at avu@valleypbs.org. No phone calls please. Listing will stay open until all positions are filled.

###