



## Job Description

---

<b>Job Title:</b>	Master Control Operator	<b>Grade:</b>	J
<b>Department:</b>	CPCC/WTVI	<b>FLSA:</b>	Non-Exempt

---

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Ensures WTVI is continuously on the air and transmitting scheduled programming to appropriate media outlets to serve students and cable subscribers.

### **Characteristic Duties and Responsibilities:**

1. Ensures programs are logged, closed captioned, stored and distributed in a timely manner.
2. Troubleshoots technical difficulties with play out system and takes appropriate action in consultation with the director of Media Operations to ensure continuous on air operations of cable channels and other online delivery channels managed by WTVI.
3. Responsible for master control switching, audio and video level controls, videotapes and server operations, and automation operation.
4. Routes and monitors all program sources to appropriate channels.
5. Generates and executes play lists on automation system.
6. Coordinates duplication of materials on available media and emerging technology formats.
7. Assists with set up, recording, editing, play back and distribution of program scheduling to media outlets (i.e. both local and network programs).
8. Maintains selected equipment, and immediately identifies and reports potential maintenance issues; monitors and controls transmitters via remote control.
9. Coordinates the cataloging and storage of all media required for cable programming.
10. Assists engineers as needed in the operation of the transmitter.
11. Performs other duties as assigned

### **Reporting Relationships:**

**Direction Received:** Reports to the Chief Broadcast Engineer.

**Direction Given:** No responsibility for the supervision of others, project direction or program administration



## Job Description

---

<b>Job Title:</b>	Master Control Operator	<b>Grade:</b>	I
<b>Department:</b>	CPCC/WTVI	<b>FLSA:</b>	Non-Exempt

---

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **Minimum Requirements:**

High School diploma or GED with three years experience in television production; editing experience with AVID system; SBE TV Operators Certification

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of television production, including policies and practices  
Computer and communication skills  
Ability to work within a strict deadline  
Ability to perform with accuracy while under pressure and without direct supervision  
Knowledge and operating proficiency with television production, control and editing equipment  
Proven ability to communicate effectively  
Computer skills with office equipment and software

### **Working Conditions:**

Light physical effort involving standing, lifting, climbing, crawling, pushing, kneeling, stooping, reaching overhead and bending; shift work including evening and weekend hours; will share 24/7 on-call duties