



Job Description

Job Title:	Media Operations Assistant	Grade:	Rate Schedule
Department:	WTVI	FLSA:	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:

Assist Director of Media Operations with automated broadcasting system.

Characteristic Duties and Responsibilities:

1. Assists in maintaining programming/promotional database for input of continuity on WTVI broadcast channels
2. Input of weekly promo tag list for continuity inclusion
3. Works in coordination with Programming/Production/Engineering in scheduling programs for closed captioning and media ID assignments of same
4. Provides backup to Director of Media Operations and Senior Media Operations Coordinator for WTVI and CPCC-TV as needed
5. Maintain high level of internal/departmental communications
6. Perform other duties as required.

Reporting Relationships:

Direction Received: Reports to Director of Media Operations

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

Minimum Requirements:

High School diploma or equivalent. Minimum of two years' experience in TV traffic operations



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Preferred Qualifications:

Experience with Myers Protrack scheduling software
Two years' experience in public television

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of programming database, basic copyright regulations
- Extreme attention to detail
- Effective communication skills
- Flexibility in working hours

Working Conditions:

Typical office environment