**JOB TITLE:** Television Operations Technician

**DEPARTMENT:** Operations

**STATUS:** Non-Exempt

**REPORTS TO:** Vice President of Operations

**GENERAL FUNCTION:** To understand and utilize the equipment in the Operations Department: Master Control, Tape Room, Studio Control, Studios, Duplication, Edit Bays, and Tape Library/Media Archive. Emphasis is mostly on Master Control and Tape Room duties with additional projects as assigned. Must be able to multi-task and have an aptitude for details. Work in cooperation with other departments to carry out company initiatives.

**RESPONSIBILITIES:**

* Maintain a high standard of quality control and technical excellence to create and air the best audio and video product.
* Master Control – follow on-air guidelines, rotate interstitials, log sponsors, update traffic sheet, air events at the scheduled time, and monitor signal quality.
* Tape Room – keep track of day’s schedule and assignments, automation, routing, streaming, uploading, and monitor signal quality.
* Studios/Studio Control – Technically proficient at studio crew positions: cameras, audio, floor, phones.
* Technically proficient at both linear and non-linear editing. Edit as needed or assigned.
* Super programming off-air.
* Tape Library – File and return media to the correct shelves and sections in the library
* Duplication – complete dub requests in a timely manner
* Flexibility to work varied schedules. Schedule is a rotation or static shift of day, evening, and weekends and is subject to change depending on the needs of the Department.
* Depending on the shift, will be assigned a PCN cell phone to be “on-call” for potential on-air problems.
* Other duties as assigned.

**BACKGROUND/SKILLS:**

* Bachelor’s degree in Electronic Media, Television Production, or equivalent experience.
* Understanding of company programming and philosophy.
* Good communications skills.
* Ability to work flexible hours and adapt to changing priorities.
* Strong organizational, grammatical, writing, and spelling skills.
* Demonstrated technical operation decision-making experience.
* Ability to work as a team member within strict time constraints.
* Ability to maintain accurate records and consistently perform in a highly detailed environment.
* Ability to communicate effectively in written and oral form.
* Demonstrated proficiency with computers, databases, and the Internet.
* Master Control, Digital Media Development, Studio Productions. Varying hours including nights and weekends. Full-time and part-time available.

Job Type: Full-time

Please submit resumes to hr@pcntv.com