

JOB DESCRIPTION

JOB TITLE: Operations Technician
DEPARTMENT: Operations
STATUS: Non-Exempt
REPORTS TO: Operations Manager and Sr. VP of Operations

GENERAL FUNCTION: Must understand non-linear editing software, upload requirements and best practices. This position also requires the understanding and running of legacy broadcast equipment including but not limited to Master Control, Graphics systems, and Tape Room functions that include taking feeds, uploading, editing and prioritizing tasks. Applicant will be responsible for a part of an archival project to digitize, upload, and add meta data to older tape and disc-based media. There are also opportunities to work in the Control room during live and recorded programming. This is an entry level position with an emphasis on digital media distribution while still maintaining the legacy cable network model. Candidate must be able to multi-task and have an aptitude for details. Work in cooperation with other departments to carry out company initiatives.

POSITION DUTIES AND RESPONSIBILITIES:

- Maintain a high standard of quality control and technical excellence to create the best audio and video product.
- Create and manage digital media files in an expedited manner.
- Understand and monitor multiple live streams across various platforms.
- Work as a team to ensure files are trimmed correctly and Closed Captioning is added when needed.
- Master Control – follow on-air guidelines, rotate interstitials, log sponsors, update traffic sheet, air events at 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.
- Duplication – complete dub requests in a timely manner.
- Super programming off-air using Adobe editing software.
- Technically proficient with non-linear editing. Edit programming as needed or assigned.
- Flexibility to work varied schedules. Schedule is generally Monday through Friday 8 am to 4:30 pm or 10 am to 6:30 pm and is subject to change depending on needs of the Department.
- Depending on shift, will be assigned a PCN cell phone to be “on call” for potential on-air problems.
- Occasional evening and weekend times may be needed due to sports or other important event
- Other duties as assigned.

RECOMMENDED QUALIFICATIONS AND SKILLS:

- Bachelor’s degree in Electronic Media, Television Production or equivalent experience.
- 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.

LOCATION: Camp Hill, PA

WEBSITE: <https://pcntv.com>

BENEFITS: Health, dental, vision, RX, disability, retirement fund, paid time off, and more.

TO APPLY: Submit resume and cover letter to shawnmclain@pcntv.com by November 30, 2023. Successful candidates will be subject to a criminal, financial, and driving record background check.