

JOB DESCRIPTION

JOB TITLE: Operations Technician
DEPARTMENT: Operations
STATUS: Non-Exempt
REPORTS TO: Operations Manager and Chief Operating Officer

About the Job: PCN is a statewide network featuring Pennsylvania History and Culture, Sports, and Politics and Policy. Through streaming, VOD, mobile and over-the-top applications as well as web and traditional cable broadcasting, PCN is able to provide award-winning programming across the state and beyond.

GENERAL FUNCTION: To understand and utilize equipment in the Operations Department: Master Control, Tape Room, Studio Control, Studios, Duplication, Edit Bays, and Tape Library/Media Archive. This is an entry level position with an emphasis mostly on Master Control and Tape Room duties. Applicant must understand non-linear editing software and be able to meet editing deadlines. Must be able to multi-task, prioritize assignments, 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 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.
- Tape Library – File and return media to the correct shelves and sections in the library.
- Technically proficient at non-linear editing. Edit as needed or assigned.
- Flexibility to work varied schedules. Schedule is a rotation or static shift of day, evening, and weekends 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.
- Other duties as assigned.

BACKGROUND/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.

Job Type: Full-time

Please submit resumes to info@pcntv.com

JB 12/16/24