

JOB DESCRIPTION

JOB TITLE: Operations Technician
DEPARTMENT: Operations
STATUS: Non-Exempt
REPORTS TO: Director of Operations

GENERAL FUNCTION: Operate equipment within Master Control, Tape Room, Studio Control, PCN Studios, Duplication and Tape Library/Media Archive, and monitor PCN's cable and streaming signal. Responsible for recording, streaming, editing, and uploading content for use on-air as well as across PCN's digital platforms. 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 and quality control. Candidate will work in cooperation with other departments to carry out company initiatives.

RESPONSIBILITIES:

- Ensure all PCN content meets video and audio broadcast standards.
- Master Control – air PCN programming at the scheduled time, add graphics to live and pre-recorded content, monitor signal quality, log sponsors, and update traffic log.
- Understand and keep track of the day's schedule and assignments.
- Route sources for recorded, live streaming, or live on-air content.
- Upload content for VOD.
- Crew various studio crew positions as needed, including cameras, audio, floor directing, and directing.
- Complete Blu-ray, DVD, and digital download requests in a timely manner.
- File physical media to the library, and to the digital archive per company guidelines.
- Edit PCN series, field events and studio productions.
- 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 Communications, Film, Television Production or equivalent degree preferred.
- Experience editing in Adobe Premiere or similar software is required.
- Experience with other Adobe programs such as AfterEffects, Photoshop, and Audition preferred.
- Ability to incorporate creativity and narrative storytelling techniques when editing various programming.
- Ability to multitask, prioritize tasks, and manage time effectively.
- Technical understanding of audio/video equipment and standards.
- Good written and oral communications skills.
- Ability to work flexible hours and adapt to changing priorities.
- Ability to work as a team member, within a department and across other departments.
- Ability to problem-solve in pressure situations (live programming, technical difficulties).
- Ability to learn and operate various pieces of equipment.
- Good file management and organizational skills.
- Meet deadlines in timely fashion.
- Strong attention to detail.

ABOUT PCN: PCN's mission is to educate, connect, and celebrate Pennsylvania's past, present, and future through cable television and emerging technologies. PCN is a statewide 501(c)(3) nonprofit cable

television network and streaming service delivering Politics and Policy, History and Culture, and Pennsylvania Sports. <https://pcntv.com>

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

PCN is an equal opportunity employer.

TO APPLY: Send cover letter and resume, to: info@pcntv.com (please include “Operations Technician in the subject line.)

Or:

PCN

Attn: Human Resources

401 Fallowfield Road

Camp Hill, PA 17011