



Position Title: Programming Operations Assistant
Department: Programming
Reports To: Programming Operations Manager

Salary Grade: Non-exempt
Date: May 2021

Summary of Position

This full-time hourly position provides daily support for the Programming Operations team for a 24/7 broadcast television station with multiple digital broadcast and streaming channels.

Duties and Responsibilities

Maintaining and publishing daily programming and record logs, communicating with team members and outside services to ensure successful execution of daily broadcast schedules and on-air integrity, frequent metadata input, ingesting/trimming/transcoding media, assisting with media acquisition and delivery in a file-based system. Various post-production duties will also be required on occasion. In addition, this employee performs other miscellaneous duties, as assigned by management.

The successful candidate must be able to:

- Work effectively with other team members
- Work independently in a professional manner
- Prioritize daily media needs
- Take immediate action and resolve issues as they arise
- Report discrepancies promptly to management
- Pay consistent attention to detail
- Handle multiple tasks and maintain efficiency in an occasionally fast paced and high-stress environment
- Adhere to deadlines, adjust to evolving priorities, and react quickly to changes as needed
- Ensure that specified technical procedures and company policies are always followed
- Ensure compliance with FCC rules and regulations

Physical Demands

Must be able to lift/carry up to twenty pounds. Must be willing and available to work flexible hours when needed and/or a few weekends per year to meet the needs of the station.

Qualifications

Required: High school diploma or GED, proficiency in Microsoft Office (Outlook, Excel, Word).

Desired: A technical degree or coursework in broadcast production/operations or related media field OR a combination of education and experience in any broadcast field and/or public television environment.

The ideal candidate will have prior knowledge of and/or the ability to effectively use electronic equipment and computer software applications related to a television broadcast environment, including but not limited to VTR machines, routing equipment, monitoring equipment, program database software, file transfer software, and video capture software. This candidate will also possess proven organization and time management skills, excellent communication skills in both oral and written form and display an initiative to succeed.