

WCTE Central TN PBS, Cookeville, TN

POSITION TITLE: Technical Operations Coordinator

DEPARTMENT: Engineering

Job Type: Full-Time

Minimum Education: All Technical Certifications Considered

Minimum Experience: 2 years relevant experience in any technical or industrial field

REPORTS TO: Station Manager

POSITION OPEN: Until Filled

JOB OBJECTIVE:

The Technical Operations Coordinator is responsible for working in a collaborative team to design, implement, maintain and operate all technical aspects of WCTE's multi-platform facility. The Technical Operations Coordinator is committed to providing timely, quality service in the stewardship of the physical resources that support WCTE's day-to-day technical operation.

The Coordinator would ideally have a working knowledge of a broad range of technical and/or industrial equipment; demonstrated ability to troubleshoot technical infrastructure issues; basic knowledge of LAN and WAN networking; willingness to acquire a basic knowledge of FCC broadcast requirements and reporting; and would be willing to obtain competence in the use and technical evaluation of audio/video production, IT and engineering equipment. The Technical Operations Coordinator will uphold and promote the values of WCTE and PBS internally and externally.

ESSENTIAL DUTIES: The Technical Operations Coordinator position requires the ability to manage time and resources, including setting and reaching technology goals and timelines, and to assist with budgets and cost projections. The Technical Operations Coordinator must possess good judgment, strategic vision, the initiative to start and complete projects with minimal supervision, and the ability to troubleshoot under high pressure.

- **Supports WCTE Strategies and Activities for Technical Operations:** Active areas of service include system installation, monitoring and security, as well as some light facilities maintenance. The Technical Operations Coordinator will be part of team that includes the Broadcast Traffic Coordinator and the IT/Web Coordinator. The Technical Operations Coordinator is a secondary technical point of contact for Litewire, the station's currently contracted Joint Master Control.
- **WCTE Remote / Live Productions & Events:** Works collaboratively with team members and across departments for successful live productions as well as providing technical support for events such as the WCTE Great TV Auction, TTU Sports, Smithville Fiddlers Jamboree, parades, Stations of Imagination, etc.
- **Team Building & Community Relations:** Works as part of collaborative team to facilitate technical infrastructure, web development, office information technology (computers/network/streaming/off-site collaboration) and network security, as well as helping to maintain partnerships with key stakeholders in public safety, education and multiplatform content creation.
- **Resource Management:** Assist in developing and meeting budget expectations; Maintain department inventory; Plan and implement technical maintenance goals; Collaborate on IT infrastructure and the activities of other technical employees, contractors and volunteers.

The ideal candidate would possess:

- Certifiable competence in Engineering, Electronics, Telecommunications, IT, Audio/Video, Industrial or other technical department
- A working knowledge of Windows, Mac, Linux and server technology and networking

- Three years of experience in a technical role, preferably in a broadcast environment
- Excellent organizational and time-management skills
- Excellent communications skills

Minimum Qualifications:

- Two years' experience in a technical role (which can include hands-on vocational training)
- Willingness to undergo a course of study and earn Society of Broadcast Engineers certification(s)
- The ability to climb ladders and lift 50 pounds

TO APPLY:

Send resume, cover letter, salary requirements, and three professional references to:

Email: dmatson@wcte.org Human Resources WCTE Central TN PBS

Mail: PO Box 2040 Cookeville, TN 38502

NO PHONE CALLS PLEASE

Please visit www.wcte.org for more information WCTE Central Tennessee PBS offers a comprehensive benefits program that includes medical, dental and vision benefits from date of hire. WCTE has a Simple IRA plan that has a 3% matching opportunity and is eligible based on length of service. WCTE PBS vacation and sick time is set up on an accrual.

WCTE Central TN PBS is an Equal Opportunity Employer.

