

**WTCI, The Greater Chattanooga Public Television Corporation, is currently seeking to fill the position of**

**Program/Operation Specialist (*Part-Time Hourly*).**

**Please submit resumes and salary requirements to:**

**WTCI  
Human Resources  
7540 Bonnyshire Drive  
Chattanooga, TN 37416  
[jobs@wtciTV.org](mailto:jobs@wtciTV.org)**

Under the supervision of the Vice President, Programming and Traffic, the Program/Operation Specialist will maintain the daily broadcast operations for WTCI 45.4, as well as the requirements of the FCC. This position will work collaboratively with the WTCI Education Outreach Coordinator to implement education on-air programs and strategies, and will play a key role in the operation of the WTCI 45.4 education channel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work with WTCI Vice President, Programming and Traffic and Education Outreach Coordinator to create the WTCI 45.4 programs schedule and grid.
- Maintain an up-to-date database of WTCI 45.4 programs and interstitials.
- Work with traffic software to compose accurate, error free broadcast logs for WTCI 45.4 utilizing information received from multiple sources.
- Responsible for the daily reporting functions, including reconciling of daily logs, reporting of on-air discrepancies, and the generating of invoices and affidavits of WTCI 45.4.
- Record program material and prepare for on-air playback.
- May assist in spot production for WTCI 45.4.
- Work cooperatively with others to further the mission and goals of WTCI.
- Performs other duties as assigned.

#### **REQUIRED SKILLS AND EXPERIENCE**

- Strong knowledge of broadcast log operation and function is required.
- Training in automation systems for broadcast operation is required.
- A strong working knowledge of Microsoft Office.
- A general knowledge of FCC rules and regulations.
- Ability to work independently with proven experience working under pressure to successfully meet multiple project deadlines.
- Strong judgment, sense of ethics, integrity and accountability.
- Passion for and knowledge of public media and its mission.

Seed money for this position is grant based. Compensation is \$12.00 per hour based on a maximum 20 hour work week.

**WTCI is an Equal Employment Opportunity Employer**