



PBS39 Master Control Operator Job Description

Title: Master Control Operator

Last Revision Date: 10/2019

Department: Engineering

Reports To: Master Control Supervisor

PBS39 is looking for a Master Control Operator who will monitor on-air and cable broadcast signals for all station services including television and radio. Maintain the program log. Monitor and operate the Traffic system. Record or store programs and program segments for playback. Playback programming to air for short turnaround shows. Switching between national and local feeds.

ORGANIZATION BACKGROUND

- PBS39 is a 50-year young non-profit located 90 minutes from Manhattan and 60 minutes from Philadelphia in the rapidly growing Lehigh Valley of Pennsylvania. The organization is beginning an exciting new era called WLVT 3.0 and seeks energetic team members for these transformational new enterprises that will ensure a community that is engaged, inspired and vibrant.
- Mission Statement: PBS39 acts as the catalyst to promote civic engagement, and to fulfill the regional needs of the Greater Lehigh Valley through its dynamic communication platforms and resources.

EXPERIENCE NEEDED TO QUALIFY FOR THE POSITION

- At least 5 years of master control and traffic experience

MAJOR JOB RESPONSIBILITIES

- Helps to assure a high-quality broadcast by monitoring radio and television on-air and cable broadcast signals, following the program log to air programs and breaks, and resolving any on-air problems which might occur.
- Helps to assure compliance with applicable regulations and communication with other departments by maintaining discrepancy logs, equipment incident reports, the daily report of satellite recordings, and the Master Control log.
- Enter information into the traffic system to schedule programming and interstitials.
- Monitor transmitter readings and log any issues.
- Verify EAS messages received and sent.

OTHER JOB RESPONSIBILITIES

- Perform other duties as assigned.

MINIMUM DEGREE/TRAINING REQUIRED TO PERFORM POSITION'S RESPONSIBILITIES

- Minimum five years of experience in broadcast/cable environment preferred.
- Knowledge of computer-based production equipment as well as knowledge in current and emerging newscast technologies.
- Ability to work as a member of a team.
- Ability to work independently in the absence of supervisor.
- Ability to make accurate and quick decisions to maintain integrity of operations.
- Demonstrated ability to work under pressure and meet deadlines.
- Flexible schedule with ability to work nights, weekends and holidays.
- Being involved with live TV and being on time is extremely important. The candidate will need to have reliable transportation and arrive punctually.
- Strong knowledge of broadcast systems and signal workflow.
- Experience with Myers ProTrack and/or Enco preferred.

WORKING CONDITIONS

- Must be able to work longer hours as well as weekends when necessary with short notice

To apply:

No phone calls, please.

Send via email to: wlvapplicant@wlv.org

Cover Letter

Resume

Salary Requirements

References

Please share where you saw the job listing

Include "Master Control Operator" in subject line.

PBS39 is an equal opportunity employer.