

JOB DESCRIPTION

Department: Cable TV

Date: Updated January 2019

Job Title: CATV Programming Playback Operator

Employment Status: Part-Time

Shift: Flexible/Requires evenings, weekends & some Holidays

Required Driver's License: Operator

Regular Hours/Week: approximately 25 hrs./week

General Statement of Duties: An employee (he/she) in this classification will perform a variety of general tasks and clerical duties associated with the CATV Master Control Room (MCR), including duties such as recorded program playback, inventory control, maintaining character generator channels and monitoring live cable broadcasts. Also, may participate in studio and remote local programming show productions and interactions with local programming volunteers.

Supervision Received: Work is performed under the general supervision of the CATV Studio Program Director, employee of a higher grade or other local programming staff member(s) as designated.

Supervision Exercised: Light supervision is exercised over volunteers & others as may be assigned. In addition, the employee shall be required to organize their own work.

Essential Job Functions: An employee in this job title may be called upon to perform any or all of the following tasks: Be responsible for the playback duties of the CATV local programming operations. Control and monitor playback operations, router, scheduling, audio/video controls, level monitoring, adjusting and quality control. Post and maintain the input of information on character generated local programming channels. Maintain programming trafficking logs, labeling and inventory. Process digital media for mailing and distribution. Assist in video ad generation. Monitor use of the CATV Production Facilities in the absence of managerial or full-time personnel. Answer phones and communicate as required. Maintain the orderly appearance of the Master Control Room using general good housekeeping practices. Be able to work indoors & outdoors on set of local programming show productions. Understand all operations associated with live & taped remote production procedures. In addition, the employee shall be able to react to new assignments positively and handle tasks as they arise. Be able to communicate and represent Wyandotte Cable in a professional manner with the public, cable volunteers and elected officials.

Required Knowledge, Skill and Abilities: An employee in this job title must: Possess a High School Education with average to advanced knowledge of computers. Have excellent spelling, composition and grammar skills. Have a higher than average level of artistic ability. Have the ability to communicate fluently and write effectively in English. Ability to assemble and compile data with accuracy. Have good customer/public relations skills. Have reasonable aptitude to comprehend and fully understand instructions. The employee must possess reasonable hand eye coordination, be in reasonable physical condition, possess sufficient strength, and agility required to perform the light physical tasks listed under the "Physical Demands of Position Section". Be able to maintain a positive attitude, and communicate and work safely and effectively with other people.

Minimum Qualifications: To be considered as a possible candidate for this position, an employee must: Have a High School education. Average to advanced computer experience. Basic understanding of digital video/audio equipment and MCR equipment (6 months experience preferred but not required). Have excellent spelling, composition and grammar skills. Artistic ability. Successful completion of the probationary period will be determined by skill, accuracy in the performance of duties, educational development and basic knowledge of duties associated with this job classification. In addition, the employee must meet the requirements listed under the "Safety Precautions" and "Physical Demands of Position" sections.

Equipment Used: The employee in this classification shall be required to learn to operate all digital video & audio equipment as well as all related computer and software systems associated with studio and master control operations. This includes but is not limited to digital playback and recording equipment and systems, cameras, microphones, cabling. Also, will be required to learn and understand all equipment and procedures associated with live and recorded remote shoot truck operations and equipment.

Safety Precautions: The successful candidate must be able to wear protective equipment such as safety glasses, goggles, gloves, and other equipment as may be required and provided. The employee must be able to recognize trip and entanglement safety hazards. The employee must be able to comply to all applicable MIOSHA/OSHA safety policies and procedures associated with the industry.

Physical Demands of the Position: The successful candidate must be able to: Work outdoors under seasonal conditions and indoors under controlled temperature conditions. Be mentally alert, have good initiative and judgement, and have good speaking ability. Possess reasonable hand eye coordination, be in reasonable physical condition, and possess sufficient strength, and agility to meet the physical demands for light to medium manual tasks requiring 20-30 pounds lifting, 30 pounds carrying, and 50 pounds pulling. Be able to stand 30% of the time, walk 30% of the time and sit 40% of the time. Be able to work on a step ladder. Be able to perform stooping, kneeling, crouching, reaching, handling, hearing and seeing (color vision required) with good depth perception.

Rate: \$

APPROVED BY: _____
General Manager