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# JOB OPENING NOTIFICATION

# POSITION:                OETA Master Control Operator

**ISSUED:                    March 01, 2023 – revised September 12, 2023**

**CLOSE:                     Until Filled**

The Oklahoma Educational Television Authority announces the opening of a **part-time** position titled **Master Control Operator** located in **Oklahoma City**. The most qualified candidate(s) will be contacted for an interview.

The ideal candidate will have a strong attention to detail, dependable, self-motivated, and be a team player. This position will report to the Vice President of Operations.

**RESPONSIBILITIES:**

This position involves monitoring and operating a computer-based automation system and various broadcast equipment. Position will require working overnights and weekends.

* Ingesting file-based programs to meet scheduled on-air dates.
* Verifying media for proper playout which includes quality control to ensure proper video, audio, closed captioning, plus.
* Monitor OETA’s local streaming channel.
* Remote monitoring of four digital transmitters throughout the state.
* Escalating problems according to local procedures.
* Reports equipment issues and transmission discrepancies.
* Perform other duties as assigned.

## PREFERRED QUALIFICATIONS

* At least 1 year working in a similar role is preferred but not required.
* Education: A high school diploma or the equivalent is required.
* The ability to follow verbal and written direction is required.
* Detail-oriented with the ability to multi-task, prioritize and mange time effectively.
* Contributes to a work environment that encourages knowledge of, respect for, and engagement with those of other cultures or backgrounds.
* Working knowledge of Microsoft Office applications and basic computer skills.
* Must be able to troubleshoot while maintaining good customer service skills.
* Must be able to work alone and remain productive.
* Ability to lift up to 50lbs

**COMPENSATION**

Hourly pay $18 with hours between 23-30 per week.

**ABOUT OETA**: OETA is licensed to the state of Oklahoma and operates as a public/private partnership. OETA is the statewide **PBS** member station for Oklahoma.

**HOW TO APPLY:** Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501. Applications [www.oeta.tv](http://www.oeta.tv) or in person at 7403 N Kelley Avenue, Oklahoma City.

### OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER