



7403 N. Kelley Ave., Oklahoma City, OK 73111

JOB OPENING NOTIFICATION

POSITION: OETA Master Control Operator
ISSUED: March 01, 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 nights 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 manage 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 up to 32 hours 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 can be downloaded from www.oeta.tv or in person at 7403 N Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER