

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

Broadcast Operations Assistant

Please submit resume and cover letter to:

WTCI

Human Resources

7540 Bonnyshire Drive

Chattanooga, TN 37416

jobs@wtciTV.org

At WTCI PBS, we believe that every family in the Tennessee Valley deserves great media – so for the past 50+ years, we’ve strived to provide people of every age and interest with a classroom, a passport, and a stage for the arts. And now you have an opportunity to join our team! WTCI PBS is hiring a Broadcast Operations Assistant.

Summary: Under the supervision of the Manager of Broadcast Operations. The Broadcast Operations Assistant is responsible for the day-to-day activities of station traffic which include the receiving, storage, distribution, preparation, quality control and broadcast of all Programming.

Reporting Structure:

Division Supervision: Senior VP. Of Technical Services

Reports to: Manager of Broadcast Operations

Essential Job Responsibilities:

- Creation of daily Traffic and logs/playlists, insertion of interstitial material, scheduling, recording/downloading and timing of programs, closed captioning, and interfacing with video servers and on-air automation for WTCI’s multiple broadcast channels.
- Responsible for reporting functions, including reconciling daily logs, reporting on-air discrepancies, and the generating of invoices and affidavits of WTCI broadcast channels.
- Work collaboratively with the WTCI Staff to implement on-air broadcast strategies for WTCI.
- Maintain up-to-date information in the traffic database of programs and interstitials in the Protrack Traffic system.
- Record program material and prepare for on-air playback.
- Interact with The Programming Service personnel and other WTCI Staff to determine future broadcast schedules.
- Assist with tagging Promos for broadcast use.
- Follow current FCC rules and regulations.
- Master Control duties when necessary.
- May be assigned occasional nights and weekends.
- Other duties as assigned.

Required Qualifications:

- Strong judgment, sense of ethics, integrity and accountability.
- Ability to work independently and with a team with proven experience working under pressure to successfully meet multiple project deadlines.
- Strong timely Communication skills via: phone, electronically and or face to face.
- Ability to adapt and learn new methods and procedures
- A strong working knowledge of Microsoft Office.

Desired Qualifications:

- Strong knowledge of broadcast log operation and functions.
- Training in automation systems for broadcast operation. Myers Protrack experience preferred.
- A general strong knowledge of FCC rules and regulations.
- Passion for and knowledge of public media and its mission.
- Associate Degree in Media, Information Technology, or comparable experience.

This position is a full-time exempt position. Salary range is \$37,000 to \$40,000 commensurate with experience.

All interested candidates must submit a resume and cover letter for consideration including salary range requirements.

WTCI is an Equal Employment Opportunity Employer