

KQDK-Denver/KQCK-Cheyenne/KWHS-Colorado Springs Job Description



Division/Department:	KQDK/KQCK /KWHS (Rocky Mountain CTN)	
Location	Westminster, CO	
Job Title	Master Control Operator	
Reports to	Brian Morris- General Manager Yolanda Morris- Traffic Controller/Assistant Manager	
Wages	\$15 - \$16 per hour	

Level/Grade	Type of position:	Hours <u>26</u> / week
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Contractor	Monday – Thursday: 7am – 12pm Friday: 7am – 1pm
	<input type="checkbox"/> Intern	This position requires working in the office, there are no remote days unless emergency situations are involved and decided on by the General Manager.

General Function:

The Master Control Operator sets up, controls and monitors television broadcasting equipment to transmit television programs and station breaks to viewing audience. Creates and maintains daily file server schedules using the television programming log to ascertain name of program or spots, and at what time program or station break is scheduled to air. Captures programming into file servers from various sources, including files from FTP sites.

Understands the operation of all master control equipment including monitors, routing switchers, frame syncs, and patch panels. Observes scales in audio and video monitors and adjusts audio, video and color levels to specifications. Observes on-air monitors to ascertain problems with transmission, such as loss of audio or video signals, and accesses technical difficulties.

Understand how to recover from technical difficulties. Prepares discrepancy reports describing problems encountered during transmission of program or station break and reason for problems.

In general, the master control operator is responsible for the integrity of the air signal in a multi-channel digital Christian television broadcast facility.

Essential Duties and Responsibilities:

1. Helps to assure a high quality broadcast by monitoring on air and cable broadcast signals, following the program log to air programs and breaks, monitoring and controlling the transmitter output and resolving any on-air problems which might occur.
2. Provides support for future broadcasts by recording programs from satellite feeds, ingesting media from various sources including FTP's, and assisting with traffic duties. Executes, edits, updates and amends playlists.
3. Helps to assure compliance with applicable regulations and communication with other departments by maintaining transmitter and discrepancy logs, keeping program logs and report any equipment incidents.

4. Assist with on-air station promos and id's through basic editing and performing associated traffic functions.
5. Basic editing of programs as directed
6. Communicates with local programmers of any problems, needs or changes that need to be made to run a submitted program.
7. Keeps program folders in FTP and local drives cleaned out, updated and organized
8. Monitor streaming server and run Social Media Lives as directed
9. Helps to ensure the overall success of Rocky Mountain CTN by performing all other duties as assigned. This may include occasionally helping with projects around the building or production tasks.
10. Reports equipment problems and ensures that repairs are made and makes emergency repairs to equipment when necessary and possible.
11. Monitor content of programmers over the air and report any issues to his/her supervisor.

Education Requirements:

Minimum: Bachelor's Degree

Preferred: Diploma or degree in Broadcasting or Communications from a college or trade school, or equivalent experience and one years working in a television station or television production environment.

Work Experience Requirement:

- Knowledge of broadcasting rules and regulations (FCC).
- Knowledge of broadcast scheduling techniques and operation of a master control.
- Skill in broadcast program evaluation. Knowledge of editing software and video file servers.
- Excellent communication skills both oral and written.
- Strong PC/MS office experience
- Ability to meet deadlines, prioritize assignments and handle multi-tasks simultaneously.
- Work well within a team environment and independently with minimal supervision.
- Exhibit a professional attitude at all times and be able to perform in a high-pressure environment

OTHER:

- Must be a born again Christian and attend a Bible believing church.
- On an occasional basis, must be able to insert and remove control room rack equipment weighing 50 -70 pounds with the help of another team member.
- Work in an environment with a medium sound level. Must be able to sit or stand for long periods.
- Adequate vision to discern and read gauges and meters is required. Manual dexterity and eye-hand coordination are required to operate levers, knobs, and dials.
- Be a team player with strong interpersonal skills.

REVIEWED BY	Brian Morris	<i>Title</i>	RMCTN General Manager
APPROVED BY	Neville Chankersingh	<i>Title</i>	Corporate CFO
DATE POSTED			
DATE HIRED			