

1. BASIC INFORMATION

POSITION TITLE: Master Control Operator Part-Time
DIVISION: Television
DEPARTMENT: Engineering
SUPERVISOR: Engineering Manager / Master Control Supervisor
EXEMPT: Non-exempt

2. PURPOSE OF POSITION

Works as scheduled by WKNO-TV/FM Engineering Manager and/or Master Control Supervisor to facilitate seamless operation of 24/7/365 broadcast digital TV and FM operation from WKNO's Master Control facility.

3. BASIC DUTIES / RESPONSIBILITIES

- Operate television facility, including but not limited to On-Air Switching, Transmitter Operation and logging, Network Recording, Program Dubbing and Editing, Quality Control, without direct supervision.
- Position works independently on most shifts.
- Perform other job-related duties as assigned by Master Control Supervisor or Engineering Manager.

4. MINIMUM JOB SPECIFICATIONS

- FCC Restricted Radiotelephone Permit a plus.
- High School or Vo-Tech diploma required.
- SBE or other relevant professional certification desired.
- One year's experience as a Master Control Operator at a broadcast facility and experience in on-air switching and tape machine operations required.
- Ability to read and write, add and subtract times correctly, ability to lift 35 lbs.
- Requires individual who is highly organized, detail oriented, and able to work under pressure with little or no supervision.
- Reports to WKNO-TV/FM Master Control Supervisor and Engineering Manager.

Apply in writing to: Deb Smith (dsmith@wkno.org)
WKNO Executive Assistant
7151 Cherry Farms Road
Cordova, TN 38016