

MASTER CONTROL OPERATOR – PART TIME

JOB DESCRIPTION:

Ensure all programming airs as scheduled and at the highest quality level possible.

DUTIES AND RESPONSIBILITIES:

- Operate Master Control switcher and all control room devices.
- Ensure proper execution of on-air programming and commercial playback.
- Consistent quality check of transmission and return of on-air programming.
- Maintain documentation including program logs, discrepancy reports, EAS logs and other reports as needed.
- Ensure accurate recording of programming for future playback.
- Notify supervisors when experiencing technical difficulties.

QUALIFICATIONS:

- Able to communicate clearly in speech and writing.
- Familiar with Microsoft Word, Excel and Outlook.
- Good problem solving and organizational skills.
- Must work well with others as well as the ability to work alone.
- Other duties as assigned.

REQUIREMENTS:

- Minimum High School Diploma or GED.
- Hands-on experience in the operation of equipment normally encountered in a television station preferred but willing to train the right candidate.
- Must be available to work various shifts including early mornings, late nights, weekends and holidays as needed.

CONTACT:

Master Control Operator Search
ATTN: HR
KPVI
1500 Foremaster Lane
Las Vegas, NV 89101

PHONE CALLS DISQUALIFY

jobs@kpvi.com

702-657-3125 (fax)

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