

Master Control Operator

Job Description

CCX Media seeks a Part Time Master Control Operator to operate and monitor the organizations playback systems and all related equipment. This position will include scheduling, troubleshooting, and statistical reporting. This position will also work closely with other departments on playback matters. The schedule is typically a total of five evenings per week with one day of additional afternoon hours. The position will regularly include weekend assignments. The master control operator will be a detail orientated person, dedicated to the mission and vision of Northwest Community Television. This position reports to the Assistant Executive Director.

Duties and Responsibilities

Build and maintain the CCX 1 and city channel schedules
Process files for CCX 1 and city channel programming
Monitor programming channels and internet distributions
Acquire and maintain event coverage from others systems
Maintain the PSA file base and scheduling
Fulfill media duplication and archiving orders
Fill for CCX 2 and 3 scheduling when necessary

Requirements and Skills

Minimum 1 year computer operation experience
Proficiency on Tightrape Cablecast System preferred
Regularly demonstrate advanced skills in work organization
Fluent in digital file transfer technologies
Ability to promote change, research industry trends and developing technologies
Proficiency with computers, telephones, and other office equipment
Excellent communication skills, both oral and written

Compensation

Northwest Community Television/CCX Media offers a comprehensive employee benefits package that includes Health, Dental and Life Insurance. \$17.00 to \$20.00 per hour based on experience.

Northwest Community Television/CCX Media identifies, produces and delivers high quality content for Brooklyn Center, Brooklyn Park, Crystal, Golden Valley, Maple Grove, New Hope, Osseo, Plymouth and Robbinsdale and has been serving the northwest suburbs since 1982.

- **Vision Statement:** Northwest Community Television will be a dynamic media resource, known by all in our member communities, which informs and inspires public engagement.
- **Core Values:** Serve our communities and associates above all else, display honesty and integrity, demonstrate professionalism.
- **Core Focus:** Serve and be a mirror of the communities as they evolve and change. Be a local source so residents can be informed and aware, by documenting changes and the impact they have on our communities.

Northwest Community Television/CCX Media is an equal opportunity employer. We encourage all interested applicants to apply by visiting ccxmedia.org/job-opportunities. Please upload resume and wage history/requirements. Application deadline is 8am on July 16, 2018.