

`Olelo Community Media

Job Title: Playback Technician

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Technological Services

Reports To: IT/Master Control Manager

Job Summary

Playback Technician is responsible for the preparation, screening and quality control of Company's cable transmission and online streaming.

Essential Duties

- Monitor and ensure the integrity of scheduled and live programming, adjusts schedule using program fillers effectively as needed.
- Monitor and perform basic troubleshooting for Hawaiian Telcom and Spectrum cable channels, VOD channels, and online distribution outlets; also performs routine testing and drills for such situations.
- Encode and perform quality checks for all programs submitted for air.
- Manage and monitor multiple simultaneous live feeds including via remote cellular HD backpack systems.
- Troubleshoot, document, report, and communicate problems and/or tasks to immediate supervisor on a regular basis.

Secondary Duties

- Strong computer skills and attention to detail.
- Ability to maintain focus and excellence in areas that leave no room for errors yet include redundant and repetitive material.
- Ability to work with urgent and competing demands and effectively manage stress
- Ability to communicate and work effectively with people of diverse social, cultural, economic, age, gender and racial backgrounds.
- Ability to manage confidential and sensitive information related to agency business
- Excellent verbal and written communication skills
- Ability to problem-solve quickly, with creativity and flexibility.
- Ability to work both independently and in partnership with other team members, both in the agency and in the community, working effectively with others to achieve common goals.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

Minimum two years of college courses related to Communications, Information Technology, Video Engineering, or equivalent experience.