

`Olelo Community Media

Job Title: Master Control Operator

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Technological Services

Reports To: Master Control Manager

Job Summary

The Master Control Operator is responsible for the preparation, screening, and quality control of the Company's cable transmission and social media streaming.

Essential Duties

- Monitor and ensure the integrity of scheduled and live programming, adjusts schedule using program filler effectively as needed
- Monitor and perform basic troubleshooting for Hawaiian Telcom and Spectrum cable channels, VOD channels, online distribution outlets, and outer island feeds; also performs routine testing and drills for situation such as power outages or natural disasters.
- Encodes, quality check, and activate files prior to being put on air.
- Works closely with internal departments to ensure the highest quality experience of Olelo's linear, VOD, online and live content to viewers.
- Manage and monitor multiple simultaneous live feeds including via remote cellular HD backpack systems
- Perform emergency equipment checks in the event of a power outage or other natural disaster to maintain our ability to distribute content
- Troubleshoot, document, report, and communicate problems and/or tasks to immediate supervisor on a regular basis
- Performing building security checks at end of day to lock the building and enable security alarm as needed.
- Assist in training new hires as needed
- Building on-air logs, prepare programs for on-air playback & VOD system.

Secondary Duties

- Familiarity with basic networking desirable
- Demonstrated technical ability and broadcast experience preferable.
- Proficient with Microsoft Office 2013+
- Strong computer skills and attention to detail
- Ability to maintain focus and excellence in areas that leave no room for errors yet included redundant and repetitive material.
- Ability to work with urgent and competing demands and effectively manage stress

- Ability to manage confidential and sensitive information related to agency business
- Excellent verbal and written communication skills
- Familiarity on being able to post content on various social media plat forms desirable.
- Demonstrated the ability to communicate and work effectively with people of diverse social, cultural, economic, age, gender, and racial backgrounds.
- Demonstrate ability to manage confidential and sensitive information related to agency business

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

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