

Position Description
Electronic Technician Media - Intermediate
Educational Communications Board

Position Number:
Classification Number: 93172
Incumbent:

Position Summary

The role of this position is to perform all aspects of operating shifts at the highest levels of proficiency within the Operations Center of the Wisconsin Educational Communications Board. This position will demonstrate basic progressing to complex skill proficiency in all functional areas of operations tasks, including Master Control, Transmission Control, and Media Prep, under limited progressing to general supervision of the Operations Center Director. The incumbent will serve as a consultant to internal and external clients.

Goals and Worker Activities

40% A. Master Control

A1. Professionally perform operations shifts in Master Control. Monitor and correct, when necessary, all inbound and outbound delivery systems and television media to maintain an error-free broadcast environment, FCC compliance, and professional broadcast standards.

A2. Monitor and operate terrestrial and satellite systems to accommodate airing and delay of various program feeds.

A3. Manage automated, multi-channel operations with meticulous attention to detail, assuring a consistent and smooth transition between all program materials.

A4. Maintain excellent communications with Traffic, Promotions, Engineering, and other operations personnel to report and correct problems.

A5. Maintain logs and documentation as required. Report all on-air discrepancies experienced during a shift.

40% B. Transmission Control

B1. Professionally perform operations shifts to monitor transmission levels and quality in order to comply with FCC regulations and professional broadcast standards. Operate remote alarm-and-control equipment associated with transmitter sites and the ECB interconnect.

B2. Monitor outgoing television transmission signals, as well as off-air signals, to ensure consistent video and audio quality, closed-captioning compliance, lip sync and correct content.

B3. Monitor off-air radio signals to ensure consistent audio quality and correct content.

B4. Collaborate with ECB site engineers and agency clients, by telephone and electronic messaging, to report and resolve technical issues, relay crucial information, minimize broadcast downtime, and ensure consistent performance of ECB's broadcast mission.

B5. Monitor, log and report all required tower light information to maintain FCC/FAA compliance.

B6. Monitor transmission of Emergency Alert System tests and alerts.

B7. Report all required documentation and transmission discrepancies experienced during a shift.

20% C. Media Prep

C1. Ensure the integrity of server-based media assets. Conduct technical checks of programs and interstitial material to ensure all assets are broadcast-quality.

C2. Schedule or reschedule server recordings and file transfers using automation and/or traffic software.

C3. Append daily playlists into the broadcast automation system. Make all necessary corrections for any missing or incorrect material, and report such issues to the proper department.

Knowledge, Skills and Abilities Required

1. General knowledge of broadcast Master Control operations.
2. Ability to work within strict timelines and demonstrate focused attention to detail.
3. Knowledge of interactive software operations.
4. Ability to work with electronic systems and media in a professional setting (e.g., TV or radio broadcasting, video production).
5. Ability to clearly and professionally communicate and resolve issues with personnel across various departments and job functions.

Special Requirements:

1. This position requires a variable, non-traditional work schedule including nights and weekends.