Master Control Operator

<table>
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<th>Job Family:</th>
<th>Sub Family:</th>
<th>Career Track and Level:</th>
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<td>Media Production</td>
<td>Broadcast Technology</td>
<td>TAS 1</td>
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<tr>
<td>Job Code:</td>
<td>Job Series:</td>
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<td>MEDPRODBRDTECTAS1</td>
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<td>NON-EXEMPT</td>
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**Media Production**: Creates content and programming for a variety of media platforms including radio, television, and the Web. Delivers relevant programming to the community designed to engage listeners and viewers. Assists programs across campus in producing media content related to coursework and extracurricular activities.

**Sub Family**

**Broadcast Technology**: Operates and maintains system tools and equipment used in broadcasting.

**Job Responsibilities**

- Ensure the quality of program transmissions to and from network affiliated radio and television stations
- When a broadcast issue occurs, the MC operator makes appropriate corrections within broadcast automation, or in the case of transmission, contacts appropriate personnel to take corrective steps

**Role**

- Reflects most common entry point for this career track.
- Performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions.
- May supervise or oversee the work of student employees.

**Impact and Complexity**

- Performs job responsibilities following a defined standard output or set of procedures.
- May schedule and/or check the work of students.
- Work is closely supervised with limited opportunity for independent action or decision making.
- Exercises some judgment in planning and organizing own work but must adhere to specific time, process, and results standards.
- Work consists of tasks that are routine, or well-defined, with specific instructions to achieve standards.

**Requirements**

Knowledge of media production policies, procedures, services, tools, and/or equipment typically obtained by a high school degree or GED or equivalent and no minimum work experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level. This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.

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