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## TV OPERATIONS COORDINATOR

### TV Operations Coordinator

#### Overall Scope of Services:

The TV Operations Coordinator primary scope of work is to maintain the program, underwriting and promotion schedule for Lakeshore PBS on a daily basis. The TV Operation Coordinator will work to ensure the traffic department operates smoothly, keeping an accurate station log of all scheduled programs and spots to air in accordance with FCC guidelines.

#### Job Responsibilities:

Ensure we are broadcasting on all TV channels

- Generate Logs for Main Channel
- Complete logs including Underwriting
- Send Weekly Playlist to MC
- Review and Reply to DR/Ingest Reports
- Oversee EAS Test Scheduling and Execution

Manage on-air promotions

- Identify promo priorities for strategic log placement
- Point of contact with outside producers and productions for all promotional material
- Locate, screen and download promotional assets
- Input Promo Data
- Create Promos

Other duties as assigned

#### Preferred qualifications:

- Bachelor's degree in Broadcasting, Communications or related field
- One to two years of proven experience in video production or a television environment
- Working knowledge of Adobe Premiere and ProTrack systems, with knowledge of transcoding files highly desirable
- Organized team player ready to work hands-on in a fast-paced operation

Lakeshore Public Television offers competitive salary and benefits. Send cover letter, resume, and salary requirements by September 19, 2017 to Loren Ellis, TV Operations Manager at [lellis@lakeshorepublicmedia.org](mailto:lellis@lakeshorepublicmedia.org). Please include a resume & cover letter. Lakeshore Public Media is an E.O.E.

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## TV Operations Coordinator

**Start Date:** Immediately

**Employment Type:** Full-time

**Location:** Merrillville

**Station:** WYIN / Lakeshore  
PBS

**Contact Person:** Loren Ellis

**Contact Phone:** (219) 756-  
5656

**Contact**

**Email:** [lellis@lakeshorepublicmedia.org](mailto:lellis@lakeshorepublicmedia.org)

### Required Skills:

Preferred qualifications:

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### Benefits:

Competitive health and other benefits

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*We are an  
Equal  
Opportunity  
Employer*

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Other duties as assigned

#### **Instructions to Apply:**

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at [lellis@lakeshorepublicmedia.org](mailto:lellis@lakeshorepublicmedia.org). Please  
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# LAKESHORE PUBLIC MEDIA

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