

HOME TV RADIO MUSIC NEWS KIDS EVENTS CONTACT US ABOUT US SUPPORT

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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. Please include a resume & cover letter. Lakeshore Public Media is an E.O.E.

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Contact

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

Required Skills:

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Benefits:

Competitive health and other benefits

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LAKESHORE PUBLIC MEDIA

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