



**Town Square  
Television**

5845 Blaine Avenue, Inver Grove Heights, MN 55076  
Phone: 651-451-7834 Web: [www.townsquare.tv](http://www.townsquare.tv)



## **FULL-TIME JOB OPPORTUNITY**

Are you interested in joining a small but mighty community media station with a big heart? Are you fast, thorough, and accurate while effectively prioritizing multiple computer and A/V tasks? Are you technically skilled, but also flexible, and able to provide responsive tech support to both external customers and internal team members? Please visit [www.townsquare.tv](http://www.townsquare.tv) to learn more about our organization!

### **FT Master Control Operator**

Town Square Television, the local community cable TV station serving the seven cities of northern Dakota County, is seeking candidates for one full-time operator to work in our master control center in Inver Grove Heights, MN. Master control is the central nervous system of our cable TV and web streaming operation, where we distribute multiple format video programs for our seven cable TV channels (two cable companies), cable TV video-on-demand, and live streaming and archived video files, on several web and social media sites.

**Schedule**— This employee will typically work Mon-Wed 2:00-10:30 pm, Thu & Fri 1:00-9:30 pm, and occasional later hours or weekend work as needed.

### **Main Responsibilities**

- Monitor and operate station's automated playback system and all related equipment
- Monitor and communicate with producers for live studio and remote programs and meetings
- Troubleshoot on-site and remote live equipment malfunctions and communicate with producers and supervisors to eliminate live transmission problems
- Report equipment malfunctions and troubleshoot effectively
- Schedule video content and execute playlists
- Ingest, transcode and upload content for multiple viewing platforms, including cable TV (two MSO's), cable TV video-on-demand, live and archived web streaming, and 3<sup>rd</sup> party video and social media sites
- Ensure video and audio technical quality requirements on incoming and outgoing live and pre-recorded programming content
- Index, trim, upload and archive public meetings and community programs for web streaming
- Serve as liaison between third-party web streaming provider and city government users and station employees
- Prepare statistical information and reports
- Install routine software updates
- Fulfill media duplication orders and burn DVD backups
- Attend staff meetings and work on team projects as assigned
- Other duties as assigned

## Education and Experience

Required— Associates degree, technical school degree or equivalent certificate in information technology, broadcast operations, audio/visual, media distribution, networking, or related field plus relevant work experience, OR at least two years relevant work experience

Preferred— At least one year professional experience working at a cable TV or satellite head-end or radio/television broadcast facility

Preferred— Experience as a trainer on tech topics or providing responsive tech support

## Skills and Qualifications

- Proficient with standard hardware including servers, AV decks, routers, switchers, signal monitoring devices, and software including Microsoft Excel, Word, Outlook, Access, anti-virus, computer network, and back-up programs
- Versatile and able to learn specialized software and have an aptitude for operating electronic equipment
- Demonstrated high attention to detail in a fast-paced environment, and ability to quickly resolve technical problems to maintain quality audio & video signals on cable TV channels and online when problems occur
- Proven ability to communicate effectively in person, by phone, and in writing / electronically, with external customers and internal team.
- Demonstrated excellence working without supervision, multi-tasking various duties, and troubleshooting problems successfully and independently.
- Experience with Apple/MAC iOS, Adobe Creative Cloud, or Drupal is helpful
- Demonstrated ability to write and produce attractive graphics material with proper spelling and grammar is helpful

## Physical Requirements

- Manual dexterity to operate complex equipment
- Normal hearing
- Corrected vision to 20/30 for close and distance vision and normal depth perception
- Normal color vision
- Able to sit and stand for long periods of time
- Ability to crawl, stoop, bend, push, pull, lift up to 30 lbs. overhead, and ability to walk and work in tight spaces
- Must have own reliable vehicle for work-related transportation, some mileage reimbursed, and current MN Driver's License, clean driving record

## Compensation

- \$16.50 to \$18.00 per hour, DOQ
- Full Benefits incl. Health, Dental, LTD, Section 125 Flex Plan
- Retirement Plan with employer match
- Paid Holidays, Vacation, Sick and Personal Leave

## Application Instructions: Local Candidates Only - No relocation funds available

Send resume AND wage history/requirements AND at least two professional references to: [human.resources@townsquare.tv](mailto:human.resources@townsquare.tv) or **HUMAN RESOURCES, 5845 Blaine Ave, IGH, MN 55076**. Applications must be received **before 8:00 a.m. April 3, 2017**. Applications received earlier will receive first consideration. (**NO PHONE CALLS PLEASE.**)