

Job Description

HCAM Master Control Operator

The Master Control Operator (MCO) is in charge of scheduling HCAM-TV and HCAM-ED programming schedules and playback, updating our community through several methods, maintaining various records concerning our operations, and producing promotional content for our shows.

Responsibilities include:

1. **Playback** – The primary task of Master Control is to schedule and operate our Leightronix Blade playback system. This includes organizing and maintaining our library of programming and promotional files.
2. **Community Promotion** – The MCO publishes and promotes our programming in a variety of ways: on-air spots, program guides, local news stories, and digital screens.
3. **Studio Support** – The MCO is a back-up producer for Hopkinton Government Meeting coverage, performs tasks such as dubbing shows for community members, and staffing the front office as well as keeping the doors open for Volunteer Crew to come work.
4. **Production** – As needed, the MCO will assist on the production of shows in the studio and in the field doing such things as: running a camera, Control Room operations, and editing.
5. **Other duties** – as assigned.

Skills Required:

- 1) **People skills.** The MCO creates and maintains good working relations with the residents of Hopkinton, and represents HCAM in a positive, professional manner.
- 2) **Organizational Skills.** The MCO tracks, organizes and controls a large amount of promotional, scheduling, and activity data.
- 3) **Production Skills.** The MCO has entry level skills in aspects of television production; camera work, audio, and editing.
- 4) **Time Management Skills.** The MCO is organized, ensuring that activities within our community are identified, covered, and professionally presented and promoted.

(continued)

Information Overlap:

The MCO is a position that touches upon all aspects of community and viewer life in relation to HCAM, and intersects all other positions at HCAM. The MCO coordinates and works with volunteer Crew members of HCAM.

Hours:

The position of Master Control Operator is full-time, 40 hours per week. The schedule varies as required by the various events and activities that occur. Most days may be 9-5 or 11-7. There may be some split shifts, and some weekends. It is expected that the MCO will work five, eight-hour days.

Requirements:

- 1) College degree in broadcast and film, mass communications, or related preferred.
- 2) Prior experience in an office and/or studio environment preferred.

Compensation:

The MCO is a full-time employee. Entry salary range is \$28-30,000. Medical and dental benefits are offered.

Interested in applying?

Contact Station Manager Jim Cozzens to arrange an interview.

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