

Requisition Posting Details

Requisition #: 23-1487 - Master Control Supervisor

Requisition Location: Albuquerque, New Mexico

About Us: Mountains, streams, deserts, ancient ruins, world-class art, varied culture and a crazy-good brew and food scene. That's the New Mexico life KOB 4 employees enjoy every day. The variety represented in our state drives a news organization that covers a wide range of stories from award-winning investigations and special projects to heart-touching profiles of people and real life issues you won't find anywhere else. Sound good? Come live in an amazing state and join the KOB 4 team as we proudly "Stand 4 New Mexico"!

Job Overview: This position serves to ensure that all Master Control (MC) personnel meet the operational performance goals for KOB, KOBF, KOBR, and their associated channel streams. The Master Control Supervisor facilitates the efficient operation of MC by regularly monitoring the performance of MCOs, assuring standard operating procedure compliance, improving and updating procedures, and ensuring MC equipment is working correctly, documenting and tracking any equipment problems.

Job Responsibilities:

1. Operates and is knowledgeable in all equipment associated with the master control system, including operation of remote transmission relays and backup power sources
2. Provide critical diagnostic information for Engineering staff and manufacturer support staffs regarding any equipment malfunction
3. Train and supervise all MCOs, ensuring operator proficiency; is primarily responsible for creating, maintaining and ensuring compliance with MC standard operating procedures
4. Oversee day-to-day operation of MC by preparing work schedules for MCOs, developing and updating written SOPs for MC, and developing station specific operator manuals for all Master Control equipment
5. Ensure all MCOs are fully trained on new and existing equipment and are able to operate with station and Federal requirements, develops training procedures and provides training sessions as needed
6. Assure proper staffing of MC, scheduling regular shift responsibilities and serving as on-call replacement for staff vacation and sick coverage
7. Ensure compliance with applicable regulations and communication with other departments by maintaining discrepancy logs and equipment incident reports, regularly reviewing these documents to identify areas needing improvement.
8. Evaluate the performance of Master Control Operators at regular intervals, holding regular meetings with staff to maintain standards of operation and identify any problems or issues needing to be addressed.
9. Act as hiring manager for Master Control. Supervises Master Control Operators and is responsible for resolving any employee issues that arise, including but not limited to: performance evaluations, timecard and scheduling issues, disciplinary procedures, and employee terminations
10. Work cooperatively and collaboratively with others. Foster a spirit of cooperation and helpfulness with co-workers in news, operations, traffic and promotions as well as management. Act in a professional manner while at work.
11. Report to work on time and works established schedule/hours. Ready to cover Master Control when others are sick or on vacation and when special programming requires additional operators.
12. Other duties as assigned.

Qualification:

1. Strong communication skills-in person, in writing and over the phone. Ability to read, write and speak English well.
2. High school diploma required, 2-4 yr higher education certificate/degree preferred
3. Ability to work well under pressure while multi-tasking to meet tight deadlines and stressful situations.
4. 3+ yrs of Master Control operations with multi-channel operations preferred;
5. Solid PC skills required to handle use of internet to deliver news material.
6. Must be flexible and able to deal with unexpected changes calmly.
7. Follows directions and instructions well yet offers solutions or ideas.
8. Strong team player. Works well with others. Fosters a spirit of cooperation and helpfulness.
9. Basic knowledge and experience with Master Control equipment. Also understands broadcast techniques and language and can demonstrate proficiency in use of equipment, techniques and language.
10. Knowledge of commercial server play list management and operation.
11. Proficient hand-eye coordination to monitor multiple screens with accuracy.

Physical Requirements: Must be able to lift, carry, and move up to 20 lbs occasionally. Position may require stooping, kneeling, touching, feeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions. The worker is required to have adequate visual acuity (including color, depth perception, and field vision) to perform activities such as: preparing and analyzing data and figures, transcribing, viewing multiple computer terminals, analyzing monitors and screens for specific and often small information with accuracy.

Must be able to work in areas and conditions that can be noisy, confining, and have many distractions. Must have manual dexterity to operate all equipment including video tape machines. Must be able to move quickly at times throughout work area. Stands and sits for long periods of time. Work under tight deadlines and in pressure situations yet remain organized. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

Compensation and Benefits: When extending an offer, the company considers a variety of factors such as (but not limited to) the candidate's work experience, education/training & key skills as well as internal peer equity and other market and business considerations. For information regarding our benefits, please copy the link below and paste in your browser: <https://hubbardbroadcasting.com/our-company/working-here/>

Diversity Statement: Hubbard Broadcasting has been committed to representing the communities we serve since our founding over 100 years ago. The same holds true today. We know the best way to accomplish this is by recruiting and retaining top talent from

diverse cultures, life experiences, and world views. With dignity and respect, we value YOU and everything that makes YOU uniquely YOU.

EEO Statement: We are an equal opportunity employer, including disability/vets.