



7403 N. Kelley Ave., Oklahoma City, OK 73111

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## **JOB OPENING NOTIFICATION**

**POSITION: MASTER CONTROL OPERATOR (PART-TIME)**

**ISSUED: July 30, 2025**

**CLOSE: Until Filled**

The **Oklahoma Educational Television Authority (OETA)**, Oklahoma's statewide PBS affiliate, is seeking a **part-time Master Control Operator** to join our dedicated team in Oklahoma City. This role is vital to our 24/7 broadcast operation and supports OETA's mission to provide high-quality, educational, and culturally enriching programming to viewers across the state. This position is responsible for monitoring and managing a computer-based automation system and various broadcast equipment. Master Control Operators help ensure smooth playout of all OETA broadcast and streaming channels. The ideal candidate will have strong attention to detail, dependable, self-motivated, and be a team player. This role includes **overnight and weekend shifts**.

## **RESPONSIBILITIES**

- Operate and monitor automated playback systems and other technical broadcast equipment
- Ingest and prepare file-based content for scheduled airtimes
- Conduct media quality control (video, audio, closed captioning, etc.)
- Monitor and verify performance of OETA's local streaming channels
- Oversee remote feeds from four statewide digital transmitters
- Identify and escalate issues based on established procedures
- Log and report equipment or transmission irregularities
- Perform additional duties as needed in support of operations

## **QUALIFICATIONS**

- Experience in television or broadcast operations
- Familiarity with FCC regulations and digital media standards
- BA degree in broadcasting or related field, or equivalent experience
- Ability to follow written and verbal instructions
- Excellent attention to detail and time management skills
- Strong multitasking ability under pressure
- Comfortable working independently, including overnight shifts
- Good communication and customer service skills
- Familiar with computer software i.e. Microsoft Office preferred
- Ability to lift up to 50 lbs.
- Commitment to fostering a respectful and inclusive workplace

## **COMPENSATION**

**Hourly rate:** \$20

**Schedule:** 23–29 hours per week / overnight and weekends

**HOW TO APPLY**

Send cover letter, application, and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email to [employment@oeta.tv](mailto:employment@oeta.tv).

Applications are available online at [OETA.tv](http://OETA.tv) or in person at 7403 N. Kelley Avenue, Oklahoma City.

**OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**