



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

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## **JOB OPENING NOTIFICATION**

Position: **Traffic Assistant**  
Issued: August 4, 2025  
Close: Until Filled

The **Oklahoma Educational Television Authority (OETA)** announces the opening of a full-time **Traffic Assistant** position located in Oklahoma City. This role is vital to the day-to-day broadcast operations of Oklahoma's only statewide public media station.

OETA is seeking a **Traffic Assistant** to support the accurate coordination and scheduling of programming and promotional content across its four broadcast channels. This role is vital to ensure seamless on-air presentation, regulatory compliance, and collaborative execution of strategic content initiatives. The Traffic Assistant will work closely with internal and external departments to prepare daily programming logs, manage media assets, and resolve scheduling discrepancies using industry-standard traffic software. This position plays a key role in supporting OETA's mission to inform, inspire, and educate Oklahomans by delivering high-quality content with precision and professionalism.

## **RESPONSIBILITIES:**

- **Program Scheduling & Log Management**  
Prepare and maintain accurate daily/weekly program logs for multiple channels, ensuring correct timing, program titles, lengths, and media sources.
- **Promotions & Content Coordination**  
Schedule and manage the placement of national and local promotional spots in coordination with internal teams to support content and outreach goals.
- **Traffic Operations & Broadcast Accuracy**  
Monitor and resolve scheduling conflicts, playback issues, and discrepancies using traffic and automation software to ensure seamless broadcast operations.
- **Underwriting & Regulatory Content**  
Schedule and verify underwriting spots, FCC-required announcements, and special feeds; track spot availability and assist with affidavit reporting.
- **Digital Systems & Archive Management**  
Manage digital logs and media files; maintain organized records/feeds and ensure media server content is up to date and accessible.

- **Monitoring & Implementation**  
Stay current with programming updates via forums and other industry resources, ensuring timely integration into schedules.
- **Interdepartmental Collaboration**  
Partner with several departments to align scheduling with strategic goals and initiatives.
- **Training & Compliance**  
Participate in ongoing training to remain informed on broadcast technologies, regulatory requirements, and best practices.
- **Other duties as assigned**

## QUALIFICATIONS:

- Bachelor's degree **plus one (1) year** of relevant experience; OR equivalent combination of education and experience (one year of qualifying experience may substitute for each year of required education), **plus one (1) year** of relevant experience.
- Experience in traffic coordination, public broadcasting, or scheduling preferred.
- Familiarity with broadcast traffic software (ProTrack or similar) and digital media workflows.
- Understanding of FCC regulations and broadcast compliance standards.
- Experience in Microsoft Office, Adobe, and digital file management.
- Excellent organizational, communication, and problem-solving skills.
- Ability to multitask, prioritize under pressure, and meet tight deadlines.
- Willingness to learn new technologies and contribute to team success.
- Commitment to fostering an inclusive work environment that values diverse backgrounds and perspectives.
- **Preferred:** Three years of experience in broadcast traffic, master control, or production.

**Ideal Candidate** is a detail-oriented, dependable professional with a strong sense of initiative and a collaborative spirit. They thrive in an organized environment where accuracy and critical thinking are key to success.

## COMPENSATION

Salary \$39,000 - \$44,000 per year. A generous benefit package including health, leave, retirement, plus much more is included.

## 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 or in person at 7403 N. Kelley Avenue, Oklahoma City.

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