

ALASKA PUBLIC MEDIA
3877 University Drive
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Title: TV Program Associate
Reports to: Broadcast Traffic Manager
FSLA Status: Non-exempt
Version: 1.0

TV Program Associate assists in the scheduling and maintaining spot and program placement as well as television log reconciliation for television and digital platforms. This position also serves as backup to Master Control Operations transmitting facilities, assuring quality control on all television video products, reconciling station logs and automation schedules, and ensuring continuity of programs and signals. The TV Program Associate collaborates and communicates with other AKPM departments and colleagues to ensure cooperation and appropriate assignments for all TV development, corporate support and log activities.

Alaska Public Media (AKPM) is a broad-based public media organization that delivers television, radio, and web content. AKPM is the source for NPR radio and PBS television for Southcentral Alaska and stewards the public media statewide news collaboration.

Essential Functions:

The TV Program Associate will:

- Produce daily logs for KAKM, Create, KTOO 360TV, and PBS KIDS 24/7, including programs, building breaks and following the Log Deadlines schedule.
- Produce daily reconciliation reports for KAKM, Create, and PBS KIDS 24/7. Any discrepancies must be checked and updated in ProTrack if needed.
- Maintain corporate client database in TV traffic system, ProTrack
- Manage Traffic Server Code/Schedule Request form KAKM Traffic Trello workflow for local messages and filler content.
- Enter and maintain contracts and flights for break content including development messages, station messages, promos, and sponsorship to ensure broadcast on television and digital platforms when contracted.
- Verify daily programs record list and lengths are accurate in ProTrack
- Assist and act as backup as needed to Master Control Operations including but not limited to monitoring television and radio transmitting facilities, assure quality control on all television video products, reconciling station logs and automation schedules, and ensuring continuity of programs and signals.
- Update Program offers in ProTrack daily.
- Include required programming information in daily log (i.e. Weekly EAS test, bugs, Promos, station IDs, etc.) and follow established station break content policy for hierarchy and formats.

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Duties and Responsibilities

In addition to the above functions, the TV Program Associate will:

- Respond to viewers and members with questions about programs and schedules.
- Complete and submit monthly Nielsen Programming Reports for KAKM and Create.
- Perform backup operations for TV.
- Complete Kid's Club information spreadsheet monthly and disseminate to proper departments.
- Assist as needed to edit promotional material for broadcast.
- Other duties as assigned.

Required Minimum Qualifications

- Commitment to mission, vision, and values of Alaska Public Media.
- High school/GED and 2 years relevant experience
- 2 years heavy database experience.
- Must communicate in English both verbally and in writing

Desired Qualifications

- Working knowledge of basic programming traffic systems for PBS/public television
- Strong ability in basic math.
- One year experience in Excel.
- Two years' experience data entry.
- Comfort working with 24-hour Military Time and converting between time zones.
- Experience with Adobe Creative Suite, primarily Premiere Pro, Photoshop, and After Effects.

Allowable substitution

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

Competencies

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations
- Communicate effectively.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.

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- Proficient at computer use to include office software products (Microsoft Office and Google Drive), custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an Equal Opportunity Employer

I, _____ have received a copy of this job description _____
(Print) (Date)

Employee signature _____