

September 30, 2009

Tekesia McClendon
Tougaloo College
Placement Office
500 W. County Line Rd.
Tougaloo, MS 39174

Dear Ms. McClendon,

WTVA, Incorporated is seeking applicants for a full time master control operator.

The Master Control Operator will load information into the On-Air server, using the automation system and maintain the quality of On-Air signals for WTVA, WLOV, WKDH and their sub-channels. The operator will hold the primary responsibility for proper shows and commercials airing as per the log and maintain proper signal levels of those shows. Operator must be capable of reading and keeping detailed program and transmitter logs. Good attendance and attention to detail is essential. Must be able to work well independently, as well as with others. Must be able to work weekends and holidays if scheduled. May be asked to assist with remote productions, special projects, or studio tapings as needed.

A complete copy of the job description is available in the Operations Director's office.

Minimum requirements:

High School Degree or GED
Basic computer skills

Applicants should contact me to schedule an interview.

Sincerely,



Jon Ball
Director of Operations

WTVA, INCORPORATED IS AN EQUAL OPPORTUNITY EMPLOYER