



POSITION AVAILABLE NOTIFICATION

December 16, 2009

WJTV-TV has the following position available:

Department: Engineering

Position: Media Content Manager

Position Summary: Responsible for ensuring that all program and commercial content for that station is received, data-based and in the correct server ready for air. Also responsible for timing assigned programs and distributing that information to the appropriate stations. Manages the stations Mediamaster and Showtimer databases. Communicates critical station information to Central Broadcast Operations.

Essential Job Qualifications: Must be proficient in computers and related hardware/software and have the ability to type accurately at 40 wpm. Should be skilled in timing, and trimming programs and commercial material for transferring into servers. Must be able to work with minimal supervision, be detailed oriented and practice very good time management skills. Must be able to use effective written and oral communication skills. This position requires the ability to prioritize work based on the operational needs of the station and to do so without direct personal supervision. It also requires the ability to handle multiple tasks at the same time. The ability to plan ahead and communicate potential operational problems to the appropriate person(s) is critical. 2-3 years television operations experience. Associate Degree/Vocational School in technology related field.

Capable of handling the physical and mental requirements including:

- ability to verbally communicate in English
- ability to read computer monitor information (words and data)
- ability to hear detailed spoken communication
- ability to remain sedentary and to travel to work location
- ability to perform manual dexterity tasks with hands, fingers
- ability to analyze data, concentrate, reason, and write
- ability to perform under emotional stress

Applications will be taken until: December 31, 2009

To apply, send resume to: WJTV-NEWSCHANNEL 12
Attn: HR Department
Media Content Manager
1820 TV Road
Jackson, MS 39204-4148

E-Mail Address: hr@wjtv.com
Or apply online at www.mediageneral.com

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