

TITAN TV EXECUTIVE BOARD

2019-2020 Hiring Announcement

Programming Director



Primary Responsibility: The Programming Director maintains all Titan TV media including the archive. S/he programs and maintains the Titan TV scheduling and playout devices.

Tasks

- Maintain all Titan TV programming, playout, and archival equipment and media
- Program and maintain the Titan TV scheduling and playout devices
- Have a working knowledge of the functions in Master Control
- Assist students in their use of Master Control
- Create the Titan TV air schedule, to be presented to and confirmed by the Executive Board
- Update and maintain promos, PSAs, films, and shows on Cablecast and 360 server, including metadata, keeping track of the number of runs, etc.
- Teach producers proper show labeling, compression workflows, and transferring of files
- Perform at least two posted weekly office hours within West A/C, one of which must be held in Master Control
- Other duties as assigned by constitution, executive board, or advisor

Pay Rate: \$7.25/hour

General Executive Board Requirements

- Able to serve entire 2019-2020 Academic year (June 2019-May 2020)
- Maintain *at least* 6 credits (half time) during each semester of the academic year
- Maintain a 2.5 GPA
- Serve on no more than 2 UWO Executive Boards (including this appointment)
- Good standing with Titan TV and University of Wisconsin Oshkosh

How to apply: Application and official job postings can be found on the Titan TV website (www.uwosh.edu/titantv) under the resources tab.

Send completed application, cover letter, and resume *electronically* to Director of Television Services, Justine Stokes at stokesj@uwosh.edu.

Cover Letter should include the following: why you are applying for the position, why you are qualified, and an overview of what you would do in the position if hired. Resume should be current and include the following information: relevant experience with Titan TV and other student media organizations, internships, work experience, relevant class work, and skills.

Applications are due by email to stokesj@uwosh.edu on April 5, 2019 by 11:59 p.m.

Applicants must be available for interview if requested by the Search and Screen Committee during the week of **April 8th**. More details to follow.

