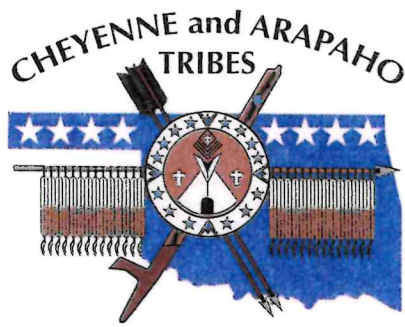


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\*VACANCY ANNOUNCEMENT \*\*\*

**POSITION:** Master Control Operator, Media Asset Manager  
**PROGRAM:** CATV  
**LOCATION:** Concho, OK  
**ISSUE DATE:** March 30, 2022 **CLOSING DATE:** Until Filled

#### GENERAL DESCRIPTION

The Master Control Operator/Media Asset Manager will be responsible for the ON-AIR and Live Streaming playlist playout programming and scheduling in addition to the management, cataloging, organization, tagging and metadata input for all media assets including raw video, edited master videos, pictures, graphics, logos, etc.

#### DUTIES AND RESPONSIBILITIES:

- Responsible for the scheduling the daily programming for air on Cheyenne and Arapaho Television on the Axel Technology XTV software. Assure the programming is refreshed and updated daily.
- Responsible for scheduling and maintaining the Live Streaming playlist
- Ingesting, organizing, and maintain and updating all media files
- Metadata and media tagging for all existing and new media assets utilizing KYNO software.
- Assist editing staff in locating archived video footage.
- Troubleshoot and correct any playlist errors or issues
- Assist producers on studio and remote location shoots
- May assist on the vMix on studio live stream shows.

#### SKILLS REQUIRED

- Database management, Metadata Management
- Must be highly skilled in organization and have excellent attention to detail.
- Accurate and efficient
- Must be highly skilled in Windows 10 software and PC operations.

#### SOFTWARE KNOWLEDGE

- Axel Technology: XTV Suite
- Less Pain Software: KYNO
- VMIX Video Streaming and live switching

- Blackmagic Design: Video Hub

**ADDITIONALLY:**

- Other duties as assigned.

**Physical Job Requirements**

- Sit continuously and perform job functions for a full shift with lunch break.
- Requires bending, twisting, reaching, climbing, stooping, crouching, kneeling, lifting and pulling.
- Move objects up to and exceeding 50 lbs. with reasonable accommodations.

**Qualification Standards**

Must pass pre-employment drug test  
High School Diploma or GED equivalent  
Must have a valid OK Driver's License  
Extensive computer knowledge  
Basic verbal and written communication skills

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)

**Reference videos for software that the Master Control Operator will be REQUIRED to use daily.**

**AXEL Technology XTV SUITE**

- <https://youtu.be/HnBDB1LSAtw>
- <https://youtu.be/pcj6SPE-LDo>
- <https://youtu.be/JDPRkKHB0tk>

**KYNO**

- <https://youtu.be/t89CTIYvEME>
- <https://youtu.be/cZqaHw78xs0>
- <https://youtu.be/UsZe2SapeU>
- <https://youtu.be/Ce2OprEgVMI>
- <https://youtu.be/n4AnRDvyK9U>

**VMIX**

- <https://youtu.be/bFPnPvWpzCM>
- <https://www.youtube.com/playlist?list=PLrm0RX9U0MzxLMWx4w7CbfxdZaiQj0Hk3>