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# Example of Media Operations Job Description

Our innovative and growing company is looking for a media operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for media operations

* Audio Operation, both Analog and Digital
* Camera Operation (may include robotics)
* Lighting/Video
* Media Playback (VTR and/or server)
* Character Generator, Ross Xpression an asset
* Perform Quality Control checks on digital video files
* Assist in monitoring copyright conflicts using YouTube CMS
* Track and review all IOs
* Pull 3rd party reports as needed for Nielsen, comScore, DFA, Innovid
* Works with Instructional Designers and team members to consult on the production of a variety of instructional and developmental solutions

## Qualifications for media operations

* Solid written and verbal communications skills are a must
* Must have strong knowledge of video tape machines and formats
* Knowledge of television signals (analog and digital video/audio) all technical formats (NTSC, PAL, and all HD frame-rates)
* Must be able to prioritize workloads and handle multiple tasks in order to meet deadlines
* Must maintain professional attitude, demeanor and relationship with DCI management, co-workers and staff at all times
* Knowledgeable in file transferring system like Telestream