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# Example of Media Operations Job Description

Our innovative and growing company is hiring for a media operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for media operations

* Retrieve completed and partial assets from data tape archives and make available to clients as requested
* Assess media-managed assets for quality assurance
* Service and support editors, technicians, and other clients who request content for re-use in a fast paced playback/ingest environment
* Investigate and resolve media availability issues using Avid Interplay, Access, SGL/Flashnet and other internal tools
* Execute Standard Operating Procedures (SOPs) for centralized edit/archival systems
* Proactively monitor, archive and otherwise manage assets within internal Content Management systems
* Interact with digitizers, managers, production clients, and other members of the Media Fulfillment team regarding the management of assets, projects and new workflows
* Streamline existing workflows for the acquisition, storage, management, retrieval, and sharing of production assets using available hardware and software
* Communicate and provide trouble reports and discrepancies to Managers and Engineering regarding issues identified during the shift
* Use internal tracking tools to actualize and enter details about work orders and shifts

## Qualifications for media operations

* Bachelor's Degree in Computer Science, Project management, Communications or other related disciplines or equivalent
* Minimum five years of technical operations experience in a high volume broadcast or cable television environment
* Must exhibit diplomatic, collaborative problem solving skills in a team driven environment
* Must be decisive, accurate and specific, true to deadlines, helpful in attitude, and resilient in ever-changing timelines
* Strong presentation, communication (oral and written), interpersonal and organizational skills a must
* Solid understanding of encoding and linear broadcast operations strongly preferred