



Title: Broadcast Origination Specialist
Reporting To: SVP, Operations
Location: Los Angeles, CA (Burbank office)

Broadcast Origination Specialist

The Switch Enterprises, LLC (*"The Switch"*) founded in 1991, is the largest privately held video solutions service provider in North America. *The Switch* is recognized as the industry leading pioneer of video solution services through our innovative fiber optic network and currently provides advanced video switching and local fiber circuit services, scalable Ethernet, and *Home Runs* remote production via its *Five Nines Service* across the United States, United Kingdom, and Canada. *The Switch* was recently awarded a U.S. system patent for customer-controlled video data content delivery, the 2013 New Bay Media Product Innovation Award for Switch-IT, and the 2012 Broadcast Engineering Excellence Award for Network Automation. The Switch has experienced explosive growth and offers a fast paced and dynamic work environment with a focus on exceeding both individual and team expectations. Our customers demand "Unparalleled Quality" and *FiveNines* reliability from our network and it is our corporate responsibility to satisfy their expectations by continuing our expansion in services and network reach, while remaining cost effective.

Learn more about us at: www.theswitch.tv.

The Switch is seeking a Broadcast Origination Specialist to contribute to the growth and success of our Company. This position will be required to provide a consistent high level of service as a part of a team that operates 24/7/365.

Principal Responsibilities:

- Manage day-to-day production operations & control room technology.
- Ensure live productions are running efficiently & smoothly.
- Routing & monitoring multiple feeds to and from our facilities/customers.
- Ingest all media to various file servers for broadcast and editing.
- Routinely maintain an automated record list for ingesting live or satellite received programs as well as up linking programming to satellite.
- Troubleshoot unexpected situations calmly, confidently & efficiently while escalating when needed.
- Watch all outgoing and incoming sources, including returns for Dish & DirecTV. Report outages, route different sources (other servers, "Please Stand By," etc.) & contact the appropriate parties when necessary.
- Routinely check all loaded automation lists against printed lists for discrepancies.
- Check for Link (Orad 3DPlay) & KCET (XPression MC). The AM shift is required to check & ensure that rundowns are loaded. The PM shift should load the next day's lists when they are finished running for the night.
- Ingest all media to various file servers for broadcast and editing. Ensure all shows are checked & trimmed as they feed, with the exception of proof-of-performance records & backup records. Responsible for ingesting from XD backups if an automation record goes bad.
- Routinely check the BBC lists & scheduled record lists for upcoming uplinks. Be prepared to

change encoder profiles & contact the PBS SOC for satellite time. Test captioner in advance of performing uplinks. Monitor CC & the delayed incoming satellite feeds during the uplink. Perform satellite profile changes when needed for specific customers.

- Maintain Playlist & Record list while reporting any missing spots & discrepancies in related shift notes. The AM shift is responsible for checking all new lists for the following day(s), to verify accurate SOM, durations, captions, etc. The AM shift also appends the BBC lists for the following day(s) & checks the automation against the printed lists provided. Responsible for reporting any discrepancies to traffic in a timely manner.
- Check due-by date or air dates to prioritize & complete Work Orders as necessary. Follow the internal Work Order filing process for initiating & completing Work Orders
- Quickly identify & resolve issues in a prompt & professional manner.
- Provide timely technical & customer service/support.
- Assist with testing equipment in the facility.
- Prepare time sensitive discrepancy reports & procedural documentation
- Maintain advanced knowledge of video and audio processing & encoding technologies.
- Perform ad-hoc special projects & duties as assigned.

Required Skills:

- Bachelor's Degree preferred and minimum of 5+ years' experience required.
- Experience in television network operations.
- Working knowledge of television production.
- Proactive thinking, excellent planning and organizational skills.
- Meticulous attention to detail, time management and appropriate follow-up skills. Ability to work quickly and efficiently in a fast paced and challenging environment.
- Excellent communication (written and verbal) and interpersonal skills.
- Ability to work shifts that will include nights, weekends and holidays.

Schedule and Compensation:

- Full-Time
- Compensation based upon experience
- Comprehensive Company Benefits

Please send resumes via e-mail to hr@theswitch.tv.