

## TELEVISION TRAFFIC COORDINATOR\*

### **Function of Job:**

Under general supervision of designated supervisor, to ship, receive, store and maintain records for all internal/external film/tape program materials.

### **Characteristic Duties and Responsibilities:**

1. Sort, catalogue and store all program materials used on previous day's programming.
2. Prepare programs and other materials for shipping/distribution daily.
3. Maintain library of tape programs.
4. Be responsible for receipt, sorting and delivery of mail to various television station offices.
5. Maintain necessary logs, records and files.
6. Assure that program materials are on hand to accommodate program schedule at least three days in advance; contact suppliers, distributors or previous using television station, as necessary, to secure those not on hand.
7. Check logs daily to assure that appropriate program materials are available to Engineering Department for actual broadcast.
8. Operate truck to deliver priority items on and off campus, and pick up programs at points of delivery.
9. Supervise/coordinate duplication/dubbing of program materials for air and non-air use.
10. Enter program timings/titles in appropriate computer files, and time programs, as necessary.
11. Train and supervise work-study personnel, as assigned.
12. Perform related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation, or equivalent, and one year of experience performing similar work for a television station.
2. Valid drivers license for the state of New Hampshire.
3. Ability to maintain records and perform detail work.
4. Public relations skills.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
6. Familiarity with methods of standard and expedited shipping.

### **Additional Desirable Qualifications:**

1. Computer skills.
2. Additional experience beyond minimum.

1/6/95

System Approval

1/6/95

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position

---

\* Revised - original approved 7/3/75 and revised 2/20/79 and 7/23/79.