



## JOB ANNOUNCEMENT

JOB TITLE	Part-time Control Room Operator
DEPARTMENT	Production
FULL-TIME/PART-TIME	Part-time (approx. 20 hours per week)
DEADLINE FOR APPLICATION	Until filled

### POSITION DESCRIPTION/DETAILS:

KEYC News 12 has an immediate, part-time opening for a Master Control Operator. This position is for early morning to mid-afternoon weekend 10-hour shifts (5 a.m. – 3 p.m. Saturday and Sunday).

Duties include television master control operation, transmitter control and on air switching, program and commercial server ingest, satellite scheduling and feed operation, and other duties as assigned. Operators also help to oversee the on-air automation systems and playlists. Experience in master control is preferred, but training will be provided.

A successful applicant will be dependable, focused and detail-oriented.

Needs to work and communicate well with others, but also be a self-starter.

Please complete attached application, include cover letter & resume, email to [keyc@keyc.com](mailto:keyc@keyc.com) or mail to:

KEYC News 12 Mankato  
Attn: Master Control  
P.O. Box 128  
Mankato, MN 56002-0128

KEYC TELEVISION IS AN EQUAL OPPORTUNITY EMPLOYER



1570 LOOKOUT DRIVE  
P.O. BOX 128  
MANKATO, MN 56002-0128  
PHONE: 507-625-7905 / FAX: 507-625-5745

# EMPLOYMENT APPLICATION

KEYC NEWS 12/FOX 12 MANKATO WELCOMES YOU AS AN APPLICANT. IT IS THE POLICY OF THIS STATION TO PROVIDE EQUAL OPPORTUNITY TO ALL EMPLOYEES AND APPLICANTS. WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS OR ANY OTHER LEGALLY PROTECTED STATUS, AS PROVIDED BY STATE OR FEDERAL LAW.

## PERSONAL INFORMATION

POSITION APPLIED FOR: \_\_\_\_\_ FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_

HOW DID YOU LEARN OF THIS OPENING? (PLEASE BE SPECIFIC)

\_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE NO. \_\_\_\_\_ HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

ARE YOU WORKING NOW \_\_\_\_\_ (If Yes) MAY WE CONTACT YOU AT WORK? \_\_\_\_\_  
*(Work Number Here)*

SALARY EXPECTATIONS: \_\_\_\_\_ DATE AVAILABLE FOR WORK \_\_\_\_\_

## EDUCATIONAL BACKGROUND

SCHOOL & ADDRESS	COURSE OF STUDY	DEGREE OR DIPLOMA	DID YOU GRADUATE

## SKILLS

LIST ANY SKILLS, EXPERIENCES, OR QUALIFICATIONS YOU FEEL WILL BE BENEFICIAL TO THE JOB YOU ARE APPLYING FOR:

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## EXPERIENCE

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Name & Address of Company	From		To		Hourly Last Salary	Reason for Leaving	Name of Supervisor	Your Title:
	Mo	Yr	Mo	Yr				
	<b>Describe your duties:</b>							
<b>Phone:</b>								

Name & Address of Company	From		To		Hourly Last Salary	Reason for Leaving	Name of Supervisor	Your Title:
	Mo	Yr	Mo	Yr				
	<b>Describe your duties:</b>							
<b>Phone:</b>								

**EXPERIENCE**

Name & Address of Company	From		To		Hourly Last Salary	Reason For Leaving	Name of Supervisor	Your Title:
	Mo	Yr	Mo	Yr				
	<b>Describe your duties:</b>							
<b>Phone:</b>								

**REFERENCES**

Name and Occupation	Address	Phone Number

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer if the employer decides to employ me. I understand and agree that my employment would be "at-will" if I am hired and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing and then only in writing signed by an officer. I authorize KEYC News 12/FOX 12 Mankato to contact my past and present employers and I authorize my past and present employers to communicate any requested employment information to KEYC News 12/FOX 12 Mankato.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Please complete the application, print, scan and email the document to [carriann.schlager@keyc.com](mailto:carriann.schlager@keyc.com) or mail to KEYC NEWS 12, 1570 Lookout Drive, North Mankato, MN 56003