

# **Sacred Heart Greenwich Alumnae Media Network**

*As of February 5, 2020*

## **The Ellen Show**

Daytime's hottest talk show, The Ellen DeGeneres Show, is looking to hire two people in their digital department! If you are interested in learning more about either of the Ellen positions or applying, please send your resume and a short note, explaining why you are interested and qualified, to Caroline Burch '15 at [cburch@usc.edu](mailto:cburch@usc.edu).

## **Executive Assistant:**

Ellen Digital is looking for an extraordinary assistant to support two top executives with their calendars, schedules and general office needs. The ideal candidate is attentive to detail and thrives under pressure.

## **Assistant Editor:**

Ellen Digital is looking for someone fresh out of college, who is hungry and eager to learn about all things post-production and editing. The ideal candidate will have experience in editing and be skilled in Premiere Pro, and Avid.

## **NBC**

Do you want to work for the Olympics? For more information, please contact Paige Wilkens '14 at [paige.wilkens24@gmail.com](mailto:paige.wilkens24@gmail.com).

## **L1 Digital Operator, Peacock, Direct-to-Consumer**

### Role Purpose:

The L1 Operator will be responsible for ensuring timely and reliable delivery of NBCU live and VOD content to the NBC OTT Platforms. The L1 Operator will provide real time monitoring and support for the delivery of NBCU content. Monitoring takes place through a combination of "eyes on glass" and a host of data aggregation tools within the Digital NOC.

### Responsibilities:

- Monitor the end-to-end distribution of NBCUniversal digital video assets on NBC OTT Platforms
- Perform L1 monitoring and support of digital video workflows including escalating to L2, resolution and reporting out
- Digital encoder set up of event-based streaming across the NBC Portfolio including: NBA, Olympic Sports, NASCAR, IndyCar, and more
- Manually insert SCTE triggers into event-based livestreams
- Clearly communicate with production teams to ensure broadcast standard execution of livestreams
- Physical checks on endpoint devices and platforms to ensure assets are available as expected
- Partner with engineering to monitor traditional and digital signal transmission
- Develop expertise of distribution workflows and communicate support cases across departments to help firm-up operations
- Create and maintain strong working relationships with internal and external distribution partners

### Qualifications:

- Bachelor's degree or related field experience
- Minimum of one (1) year of previous industry, database or related analytic experience
- Minimum of one (1) year of experience in a NOC, Digital Operation or Media Operations facility
- Excellent computer skills
- Excellent written and verbal communication skills

## **L2 Digital Operator, Peacock, Direct-to-Consumer**

### Role Purpose:

The Digital L2 Operator will be overseeing the distribution and support of NBCU's digital properties including live streams and VOD assets to internal and external distribution partners and platforms.

### Responsibilities:

- Oversee the end-to-end distribution and support (L1) personnel to ensure the availability and reliability of NBCUniversal assets on NBC OTT Platforms
- Own and manage L1 support, including escalation, resolution and reporting across the digital footprint and larger organization
- Digital encoder set up of Tier- 1 event-based streaming across the NBC Portfolio including: NFL, Premier League, The Open Championship, The Olympics, etc.
- Assist partners and clients to resolve issues, satisfy delivery obligations and to help execute workflow changes within our dynamic environment
- Capture Proxy logging of consumer devices to assist Engineers and Developers in troubleshooting outages
- Own the timely response of support tickets and escalation to Supervisors and Incident Management team
- Own and manage strong working relationships with internal and external partners and clients

### Qualifications:

- Minimum of two (2) years' experience in Digital Operations
- Minimum of two (2) years' experience in Product Support or Dev Ops
- Minimum of two (2) years' experience in a Network Operations Center or digital distribution facility
- Minimum of two (2) years' experience in a role with a track record of effective staff management along with high energy level, and strong team skills
- Minimum of two (2) years' experience working on a support team

## **Sesame Workshop**

The International Social Impact team at Sesame Workshop, the non-profit behind *Sesame Street*, has multiple production roles open in their New York office. If interested, please apply online and email your resume and cover letter to [erin.manning@sesame.org](mailto:erin.manning@sesame.org). Additional openings in other departments, including internships can be found [here](#).

[Associate Producer for "Ahlan Simsim"](#) - Support the production team for Sesame's newest co-production, *Ahlan Simsim*, to bring early learning to displaced and host community children and caregivers in Iraq, Jordan, Lebanon, and Syria through a multi-year partnership with the International Rescue Committee. \*Arabic skills strongly preferred\*

[Production Coordinator](#) - Support internal and international production teams for Sesame co-productions in the Middle East, South Asia and Sub-Saharan Africa.

[Producer](#) - The Producer will serve as lead producer of one or more international Sesame Workshop media projects and manage the execution and delivery of all content. Primary project oversees production for Sesame's 5-year humanitarian initiative in Bangladesh, Lebanon and Jordan.