

Board Operator



Reports To
Chief Engineer

Job Overview

Responsible for ensuring a seamless listening experience for the WAMC audience and supports all on-air talent and producers.

Responsibilities and Duties

- Operate radio board and all studio equipment as required.
- Fulfill station's FCC obligations, including using dump button to prevent obscenities from airing.
- Perform all EAS responsibilities as required.
- Follow daily program log and ensure correct and timely airing of shows, elements and spots.
- Maintain proper levels, mix, timing and quality of all audio that is broadcast.
- Reliably hit a post seamlessly.
- Prepare syndicated programs for broadcast as directed.
- Engage and broadcast remote connections (Phones, ReportIt, Comrex, etc) as needed.
- Serve as technical director of live programs as needed.
- Complete daily audio production duties as assigned.
- Monitor news sources and follow station's breaking news procedures as needed.
- Coordinate both preparation and broadcast of live newscasts during air shift.
- Coordinate with engineering department regarding proper function of station equipment.
- Coordinate with various departments regarding on-air promotional priorities.
- Perform other tasks as required that are necessary to ensure a successful broadcast.

Qualifications

- Excellent communication and collaboration skills.
- Digital audio editing preferred.
- Sound judgement during news broadcasts.
- Attention to detail.
- Ability to multitask while meeting deadlines reliably.
- Ability to perform tasks with minimal supervision.
- Ability to remain calm and perform well in a fast-paced environment.
- Proficiency in Microsoft Windows and MAC OS.
- Knowledge of audio and broadcast equipment and facilities preferred.
- Knowledge of public radio distribution systems preferred.
- Knowledge of Adobe Audition, or equivalent preferred.
- High School Diploma or equivalent required.