POSITION DESCRIPTION: Sound Board Engineer
REPORTS TO: News Director
HOURS: Fridays, 7:45-9am
DESCRIPTION: Run technical operations for our upbeat morning program, the Eight O’Clock Buzz, on Fridays

BASIC RESPONSIBILITIES:
□ Arrive at the station on time and ready for your shift each week.
□ Sign the program log and play scheduled station announcements
□ Do legal station IDs at the top of each hour: “W-O-R-T 89.9 FM Madison”
□ Prep the studio prior to each program; report any technical problems
□ Coordinate daily technical needs with host, producer, and receptionist
□ Start and end each program on time and ensure continuity of programming
□ Prepare host and all guests to be on air and on mic
□ Normalize sound levels throughout the broadcast
□ Play BBC news headlines from the satellite on cue
□ Play Insurgent Radio Kiosk following the broadcast
□ Play theme music, transition music, and other files as needed
□ Put listener calls on the air as needed
□ Arrange for an approved trained substitute as needed
□ Participate in station pledge drives and training opportunities.
□ Follow all station and FCC rules.

OUR EXPECTATIONS:
• You can pay attention to detail and focus on timing and cues
• You’re able to think on your feet and respond quickly to changing technical needs
• You’re friendly and interested in helping the program sound the best it can be
• You’re able to make a weekly commitment for a minimum of one year.

WE PROVIDE:
• Technical training and access to the tools of the trade
• Real world experience in a friendly environment
• An opportunity to participate in a community institution with a 40-year history that is consistently voted Madison’s Favorite Radio station

TO APPLY:
Please fill out our online application. Select “News” department and “Engineering” position.

FOR MORE INFORMATION:
Contact News Director Chali Pittman at chali@wortfm.org or (608) 321-9586.