POSITION DESCRIPTION:  Sound Board Engineer
REPORTS TO:  News Director
HOURS:  Tuesdays OR Wednesdays, 11:45-2pm
DESCRIPTION:  Run technical operations for *A Public Affair*, our live call-in talk show, and syndicated show *Letters and Politics*

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 live program; report any technical problems
- Coordinate daily technical needs with hosts, producer, and News Director
- 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 theme music, transition music, and other files as needed
- Put listener calls on the air as needed
- Load and play correct syndicated programs from the computer
- 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.

Web: [www.wort-fm.org](http://www.wort-fm.org) *A Community Shares of Wisconsin organization*  LISTENER SPONSORED SINCE 1975