



POSITION DESCRIPTION: Sound Board Engineer
REPORTS TO: News Director
HOURS: Fridays, 4:15-5:30pm
DESCRIPTION: Run technical operations for *Democracy Now*, a syndicated news show aired on WORT from 4:30-5:30pm each Friday.

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 ID at the top of each hour at 5pm: “W-O-R-T 89.9 FM Madison”
- ☐ Load and play correct syndicated programs from the computer.
- ☐ Normalize sound levels throughout the broadcast.
- ☐ Start and end program on time and ensure continuity of programming.
- ☐ Prep the studio prior to each program; report any technical problems to staff.
- ☐ Coordinate daily technical needs with engineers before and after show.
- ☐ Participate in station pledge drives, and keep time of pledge breaks during these fundraisers.
- ☐ Give advance notice if you are unable to meet your volunteer shift, and if needed, help arrange an approved trained substitute.
- ☐ Give at least one month’s notice should you decide to end your volunteer commitment.
- ☐ 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 47-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.