



POSITION DESCRIPTION: *World View* Sound Board Engineer
REPORTS TO: News Director & *World View* collective
HOURS: Sundays, 4:45-6:00pm
DESCRIPTION: Run technical operations for *World View*, a locally-produced hour-long world news show on Sunday evenings.

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: “W-O-R-T 89.9 FM Madison”
- ☐ Prep the studio prior to each program; report any technical problems to staff.
- ☐ 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 theme music, transition music, and other files as needed
- ☐ Participate in station pledge drives.
- ☐ 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.