



POSITION DESCRIPTION: Sound Board Engineer
REPORTS TO: News Director
HOURS: Thursdays, 11:45-2pm
DESCRIPTION: Run technical operations for *A Public Affair*, our live call-in talk show from 12-1pm, and prerecorded programming from 1-2pm.

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.

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Web: www.wort-fm.org *A Community Shares of Wisconsin organization* LISTENER SPONSORED SINCE 1975