JOB POSTING

On-Call Weekend Board Operator

July 15, 2014

City	Jackson
State	WY
FLSA Status	Non-Exempt (Hourly); Hours vary and are less than 10 hours per week
Position Closing Date	July 23, 2014 or until filled

JOB SUMMARY

Rich Broadcasting has an entry level opening for an on-call weekend board operator for its cluster of radio stations in Jackson, Wyoming. The ideal candidate would ensure that all of the preplanned components of the program are carried out as designed. The candidate will be responsible for some on-air work, airing sports, playing the music, commercials and public-service announcements, answering the listener phone lines and ensuring the general quality of the stations' broadcast. Must be able to work weekends and possess a strong work ethic and be a team player.

KEY RESPONSIBILITIES

- Protect the Rich Broadcasting brand, create innovative on-air programs
- Protect the FCC license of the station
- Operate and execute weekend programming
- Play and record all required broadcast programs, news and feature feeds using automation systems
- Reconcile commercials between the computer and printed log
- Notate and log EAS alerts and, when appropriate, broadcast said alerts
- Monitor strength, clarity, and reliability of incoming and outgoing signals, and adjust equipment as necessary to maintain quality broadcasts
- Report equipment problems and make emergency repairs to equipment when necessary and possible
- Protect the FCC license of the station
- Maintain the highest standard of phone etiquette while interacting with listeners
- Maintain programming logs, as required by station management and the FCC
- Represent Rich Broadcasting in the highest regard within the community and business environment
- Work in compliance with all Company policies and procedures

QUALIFICATIONS

Skills & Abilities Required

- Working knowledge of digital board operation and computer systems
- Self starter with the ability to work independently or as part of a team
- Must be able to work flexible hours including nights, early mornings, overnights, holidays and weekends

Education Required

- High school diploma

Preferred, But Not Required

- One year radio experience; board op or similar experience preferred

Qualified candidates are invited to download the application available on our website.
To be considered an application must be submitted by fax, email or mail for current posted positions.
Resume is only accepted when accompanying our application. Unsolicited resumes will not be accepted.
An Equal Opportunity Employer

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