

iHeartMedia

Board Operator/Producer

Job Summary:

Provides programming and control board support to On-Air Talent.

Responsibilities

Operates control board for studios and remote programming.

Regulates program timing, operates syndicated programming, and plays commercials.

Monitors the technical quality and accuracy of incoming and outgoing on-air programming from master control room.

Supports off-air commercial production, dubbing music to hard disk and programming automation computers.

Protects stations license by censoring live programs and deleting words/phrases not permitted on air.

Executes playlists for server, tape, or simulcast programming.

Assists with adjusting signal and programming content to ensure transmission meets federally mandated broadcast standards.

Processes time-out programming for accurate play back.

Monitors and updates weather, traffic and news reports into automation equipment.

Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast.

Screens in-coming phone calls and selectively chooses callers for On-Air Talent and talk shows.

Handles emergency inserts (e.g. news updates, breaking stories, alert system tests, etc.).

Qualifications

Competencies/Skills

Proficient in Microsoft Office Suite, Windows, Adobe Audition or similar audio editing software, Wide Orbit or similar automation system

Time management and attention to detail

Ability to work without close supervision

Flexibility in work schedule, including evenings, overnight and weekends

Functions well in a fast-paced environment with tight timeframes and multiple demands

Works well in a team environment

Work Experience

6 months in a related role and/or technical training

Education

High school graduate or G.E.D.

Apply online: <http://www.iHeartMediaCareers.com>