

Contact Keziah Glow for more info.

Sag-Aftra rate: \$24.86/hour

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Job Title: Board Operator

Location: WBAI 99.5FM Pacifica Radio, New York, NY

Status: Part-Time/Hourly (Per Diem)

Job Summary

The Board Operator at WBAI 99.5FM is responsible for managing the technical aspects of live and pre-recorded broadcasts, ensuring a seamless on-air experience. This role involves operating audio equipment, maintaining high-quality sound standards, and collaborating with hosts, producers, and technical staff to serve WBAI's diverse audience effectively.

Key Responsibilities

- Operate the control board during live and pre-recorded broadcasts, adjusting audio levels and ensuring proper signal flow.
- Monitor and manage on-air content to uphold professional broadcast standards.
- Execute program transitions, intros, outros, and breaks in coordination with hosts, producers, and engineers.
- Load and schedule pre-recorded shows, public service announcements (PSAs), and promotional content.
- Troubleshoot and resolve technical issues promptly during broadcasts.
- Ensure compliance with FCC regulations, including monitoring and logging station activity.
- Answer listener calls during live broadcasts, as required.
- Test all audio files and links prior to airing to confirm functionality.
- Report any studio and equipment in non-working condition.
- Communicate effectively with programming and technical teams regarding scheduling, show requirements, and unexpected changes.

Procedures

- Run sheets must be submitted at least ****2 hours**** before airtime.
- All shows must stop ****5 minutes**** before the top of the hour for transitions.
- Ensure all audio files and links are tested and functioning before broadcast.

Qualifications

- Experience in radio operations, audio engineering, or a related field preferred.
- Proficiency with audio equipment, mixers, control boards, and digital editing software.
- Strong attention to detail and ability to manage multiple tasks in a fast-paced environment.
- Excellent communication and teamwork skills.
- Familiarity with FCC rules and regulations is a plus.
- Flexibility to work evenings, weekends, and holidays as needed.