

Broadcast Assistant



Reports To: General Manager

Collaborates with: Broadcast Engineer (contract), Marketing, Finance, Development

Part-time Position, Hourly

*Apprenticeship opportunity

Hours: 20 hours average per week, Monday-Friday

Flex scheduling-some evening and weekends will be required.

Primary Function:

The Broadcast Assistant fills a supportive role in the operational structure of the organization through fulfillment of tactical support of the 24/7 operation. Duties to include assisting with the strength, clarity, and overall quality of sound and/or video for regularly scheduled programming as well as remote broadcasts and recorded events. Must be able to operate the board, listen for problems, and assist with troubleshooting major or minor problems as they arise. Assist with maintaining or improving equipment necessary for quality sound and/or video. May be asked to assist with other equipment for additional remotes, podcasting, video recording/editing, and pledge drives.

Essential Duties and Responsibilities

Programming

- Assist with monitoring strength, clarity, and reliability of incoming and outgoing signals
- Assist with adjusting equipment as necessary to maintain quality broadcasts
- Assist with installation of any broadcast equipment including audio mixing consoles, media control system, analyzers, and satellite receivers
- Assist in regular and preventive maintenance of broadcast equipment
- Assist with testing and integration of new systems
- Assist with automation software or other broadcasting software to ensure functionality
- Provide support for Underwriting Traffic integrations
- Observe monitors and converse with station personnel to determine audio levels and to ascertain that programs are airing
- Assist in preparing and testing remote broadcasting equipment
- Report any equipment problems
- Assist in the planning and documentation of various systems to include servers, network equipment, and manage infrastructure technology
- Assist with wiring control rooms and studios, automation equipment and computers
- Assist with FCC regulatory compliance along with state, federal and local laws, ordinances, and regulations.

Other Duties & Responsibilities

- Assist in working with finance department to ensure equipment purchases, repair parts and supplies fall within the engineering budget
- Serve as a limited backup to the Broadcast Engineer
- Operate board for shows, remotes, sports broadcasts, and events (as needed)
- Assist in training of studio equipment/software
- May need to travel to assist and troubleshoot outages or unstable transmissions
- Heavy lifting, up to 50 pounds, may be required when setting up equipment
- Attendance at bi-weekly staff meetings

Preferred Knowledge, Skill and Abilities:

- Knowledge of media production, communication and dissemination techniques and methods.
- Good communication skills: written and verbal communication
- Ability to be collaborative and to encourage collaboration
- At least 2 years of broadcasting or 5 years related work experience in electronics field
- Must work well independently, as well as, in a team environment
- Must be able to work under pressure and adhere to deadlines
- Must be able to work outdoors, walk on uneven ground (tower fields/mountain sites), navigate stairs, ability to lift equipment or tools up to 50 pounds and stand for periods of time
- Physical: Ability to exert up to 50 pounds of force (infrequently), 40 pounds of force (occasionally), and 20 pounds of force (frequently) in order to lift, carry, push, pull, or otherwise move objects. Work may involve a variety of physical positions, including sitting, standing, standing on various platforms (including ladders, rooftops, and tower members), squatting, bending over, and lying down to work on, around, and in equipment. Occasionally, these positions must be maintained for extended periods of time as work is performed. Frequently, the work must be performed in confined spaces and may be near potentially dangerous connections, hardware, structures, and conditions. May require infrequent hiking or snowshoeing
- Basic operational knowledge of the following electronic test equipment: digital multimeter, oscilloscope, spectrum analyzer, wattmeter, and RF field strength meter
- Ability to work with/around high voltage and high RF fields
- Some knowledge of AM, FM, TV, Satellite, and Microwave transmitters and receivers
- Requires some familiarity with functioning as ground crew for tower work
- Must be a licensed insured driver
- Ability to ride outdoor machinery to include snowcats, snowmobiles, ski lifts or in 4x4 vehicles for access mountaintop transmitter sites
- Prefer Bi-lingual (Spanish & English)
- Understanding of the Catholic Faith
- Ability to manage multiple tasks and responsibilities efficiently and effectively with an acute attention to detail
- Basic computer literacy with knowledge of Excel, Word and Outlook

- Basic Knowledge of the following:
 - Audio Editor or Video Editor software
 - Radio Station Operations
 - Information Technology (IT)
 - Electronics
- Specialized Certification Recommended
 - Certified Radio Operator (CRO)
 - Certified Broadcast Technologist (CBT)
 - Tower Climb/Work Certification

