

Vermont Public Radio

Job Title: Board Operator /Announcer
Department: Operations
Functional Area: Programming
Reports To: Operations Manager
FLSA Status:
Prepared Date: September 4, 2008
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SUMMARY Board Operator must coordinate multiple processes to present a quality on-air product and comply with FCC regulations. Primary responsibilities which are essential to this position include operating on-air control board and related transmissions systems. Knowledge of basic FCC requirements for on-air operators, including how to take transmitter meter readings, how to control transmitter power if necessary, and how to contact FAA regarding tower lighting issues. Familiarity with the legal requirements of the Emergency Alert System. Ability to access WebDacs and other established communications methods from PRSS regarding the status of satellite delivered programming. Proficient in Allegiance software (on-air computer based log), AudioVault (computer-based audio storage), automation systems and their usage on-air. Comprehend a variety of similar tasks with specific protocols as established by Board Op Standard Operating Procedures (SOP). Excellent communication skills are necessary in quickly and concisely communicating over the phone and via email. Assisting with the on-air operation for Membership Drives is likely. Continuous attention to detail and the ability to provide complete and thorough communication are a must.

ESSENTIAL ROLES

1. Provide Friendly and Authoritative On-Air Presence
2. Ensure proper on-air operations (content and equipment) as related to FCC regulations
3. Monitor and respond any issues regarding equipment status and performance for all VPR content delivery systems, including web streams, automation, and other systems as outlined in operations guides.
4. Understanding and ability to properly relay EAS system information including Weather Alerts and Tests, Amber Alerts, and others as designated.
5. Announce or broadcast local or national Breaking News per guidelines developed by News and Programming
6. Audio Promo Production, Obtaining (via Download or other means) promo content, preparation of audio promos for later broadcast.
7. Verify correctness and timeliness of all program material for shift in sufficient time to correct errors and/or omissions, and ability to provide alternate continuity of program material if necessary
8. Provide primary contact to engineering and operations staff regarding any content or operational issues or problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Duties and Responsibilities	Minimum Requirements	Excellence in this Position
Understands VPR’s Strategic Plan and is familiar with the Sound of Station document	Performs job duties and works with colleagues to meet the goals in the Strategic Plan. Works to implement Sound of Station elements in all broadcast work.	The programming department and VPR are successful in reaching the goals of the strategic plan. All broadcast work is of “NPR Standard”

Essential Duties and Responsibilities	Minimum Requirements	Excellence in this Position
Operate VPR board for duration of given shift. This includes live announcing, operation of media players and managing incoming audio streams.	Prepare for and conduct content breaks, including appropriate music beds, weather updates and alerts.	Thoroughly rehearse unfamiliar material before reading on the air. Confirm content of digital audio files before use on air. Monitor the EAS and implement when necessary, and routinely check for weather updates. Check WebDacs regularly for News Updates. Maintain a consistently personal and unique air presence. Closely monitor and adjust so that signal audio levels are always consistent.
Monitor equipment performance, including taking transmitter readings via internet and phone, reduce transmitter power if necessary, check online streaming and AP Wire in Green Room, watch the Emergency Alert System, ice on the Sat Dishes, temperature of Equipment Room, Automation—for both services at times. Keep emergency contacts such as State Police and VT emergency management available for calls or questions in Rolodex. Have contact information of VPR Station Managers available in case of questions about airing breaking news stories, for example. Sign the Transmitter Log, Program Log, and Sign-Off Sheet for compliance of FCC Regulations.	Document and submit equipment readings at required times accurately and neatly. Be familiar with each set of equipment and be attentive to its needs so as to not interrupt service or be out of compliance, including reducing power to or turning off a transmitter, effectively using the Emergency Alert System, knowing how to print out and read live relevant items if necessary,	Closely monitor all machinery that is crucial for broadcast; make sure the Sat Dishes are clear of ice as much as possible, EAS alerts are dealt with immediately, unavoidable dead air is quickly filled with appropriate filler, immediate, thorough, and concise documentation and communication involving any problems with equipment performance.
Receive phone calls in control room.	Be helpful and polite to listeners and associates of VPR over the phone.	Represent VPR in a friendly and helpful way over the phone in control room to listeners and associates calling. Direct them to relevant contact information, if possible.
As shift requires, download and prepare content for later broadcast.	Have material ready for air play by end of shift indicated on Content Depot Schedule.	Double-check content downloaded by listening through short segments throughout. Check to make sure there is no dead air, and the program exists in its entirety.
Have competent familiarity with Allegiance and adhere to its schedule.	Have understanding of all sections of the Allegiance table and ability to move material around so it fits breaks in an appealing way. Document material that has been aired in Allegiance.	Promptly notify programming if there is out-of-date/irrelevant/errant material posted in Allegiance.

Essential Duties and Responsibilities	Minimum Requirements	Excellence in this Position
Maintain and use Forward Promote File	Keep file up-to-date by using WebDacs and Content Depot. Use the file to forward-promote and cross-promote.	Cross promote and forward promote at appropriate times. Edit any errors left in previous entries.
AudioVault Familiarity	Have files loaded and prepared for on-air play. Be able to pre-record promos and other necessary audio material	Quickly be able to manipulate AudioVault's output while already in progress; when necessary, have the ability to quickly pre-record material, mixing from various sources, for immediate use.
Coordinate with Fund Drive Producer and engineer Fund Drive Segments.	Be able to work with multiple hosts, be comfortable pitching for the Drive, and hospitable to volunteers.	During the Fund Drive, be able to maintain a top-quality air product with many extra people and distractions around the studio.
Participates in on-air pledge drives.	Understands the language and goals of pledge drives. Works with the Drive producer to refine pitching skills, and presentation style and content. Can personally express the benefits of Vermont Public Radio as an essential community resource. Must also be ready to engineer fundraising segments when necessary.	Successful fundraising speaks for itself. The listener agrees with you on why it's important to pledge to VPR, and does so. Fundraising language is fully integrated into the Host's own style and delivery. A listenable, effective balance is achieved between entertaining, educating and soliciting the listener. May be called upon to assist in the screening, creation, and/or production of written, produced, and audio fundraising support materials. Serves as a critical ear during pledge drives and provides thoughtful feedback to the Pledge Drive Producer. Is fully trained and comfortable on both sides of the mic: may serve alternately as a Host or Producer, as the situation warrants.

EXCELLENCE IN THIS ORGANIZATION includes the following:

1. A high level of commitment and dedication to the mission of VPR and public radio. Personally volunteers support for public radio – either financially or in other ways.
2. A high level of energy. An obvious enthusiasm for the work of VPR. Outgoing, friendly with co-workers, and demonstrates an appropriate sense of humor.
3. Acting consistently with the highest standards of journalism, business ethics and personal integrity. Preserving confidentiality appropriately. Stewarding resources with prudence and accountability.
4. Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners, potential listeners, and donors connect with VPR. Holding leadership positions in the community on boards, committees, and through general volunteer opportunities.

5. Facilitating excellent communications across departments, among employees, with the Board, with the public, with relevant national organizations, and with suppliers. Fostering open and candid relationships with VPR listeners and contributors. Managing conflict constructively.
6. Demonstrating a commitment to the continuous improvement of VPR's ability to fulfill its mission and vision. Demonstrating and encouraging creativity and enthusiasm for this work.
7. Effectively working to strengthen the public radio community nationally. Being recognized by peers for knowledge of the craft, demonstrated expertise and success, and commitment to the cause. Holding leadership positions in national organizations involved with public radio. Bringing increased opportunities to VPR as a byproduct of these efforts.
8. Expressing consistent, high performance expectations for themselves, their department, VPR's leadership, and VPR. With staff: helping them develop a high level of commitment to their mission and excellent teamwork. Helping develop employee skills and abilities, mentoring well, and helping employees realize their professional goals. To the extent possible, helping develop the next generation of leadership at VPR and creating a viable succession plan for their department. Attracting and retaining great employees.
9. Developing a broad understanding of all of VPR's departments sufficient to collaborate effectively with peers, ensure excellent communication and teamwork among departments, contribute significantly to VPR's general management, and help other managers do their jobs more effectively.

SUPERVISORY RESPONSIBILITIES

POSITION REQUIREMENTS

Education and Experience: BA degree and at least 4 years of relevant experience in this related field desirable.

Essential Skills: Strong organizational, communications (written and verbal), and interpersonal skills required. Can demonstrate the ability to work collaboratively.

Physical Demands: While performing the duties of this job, the employee is regularly to talk, hear, walk, sit for extended periods, travel, and occasionally stand, use hands to feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The work environment is usually an office and is usually quiet. (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.