

ALASKA PUBLIC MEDIA
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Title: FM Technical Operator
Reports to: FM Operations Manager
FSLA Status: Non-exempt
Version: 2.1

The FM Technical Operator is responsible for generating audio and digital content for Alaska Public Media (AKPM) that serves the Alaska community, builds audience and encourages audience engagement while enhancing AKPM revenue initiatives. The FM Technical Operator is integral to local origination content development, radio operational stability and AKPM's Emergency Response Team.

AKPM is a broad-based public media organization that delivers television, radio, and web content. AKPM is the source for NPR radio and PBS television for Southcentral Alaska and stewards the public media statewide news collaboration.

Essential Functions:

The FM Technical Operator will:

- Oversee and perform technical production engineering and distribution on SIP, FTP and web for weekly FM network and broadcast programs (i.e. Alaska News Nightly, Talk of Alaska, Line One, and Hometown, Alaska).
- Record, mix and edit audio productions, promotions, sponsorship messages, development messages, station announcements, FM pledge drive spots, sound effects, and musical selections for use on KSKA and Statewide News. (i.e., AKPM statewide news credits, pledge testimonials, music beds).
- Update statewide programming (SIP) ENCO playlists daily, ensuring programs are properly placed and schedule changes are reflected as needed.
- Confirm all sponsorship spots broadcast on Statewide News and programming when contracted.
- Schedule, supervise, operate and coordinate AKPM statewide satellite uplink and downlink services.
- Serve as AKPM primary technical contact to the Statewide News network for all satellite and program distribution related activities.
- Perform technical production engineering for special events, remote broadcasts and contracted productions as necessary (i.e. State of the State, election coverage, tape synchs).
- Assist FM colleagues with unscheduled/emergency broadcasts and help broadcast engineers with regular technical/operations support that includes rebooting FM audio work stations, receivers, implementing Wheatstone and Wheatnet cross point changes, back up for updating ENCO playlists with Ensemble clocks.
- Manage and oversee FM Studio rentals including scheduling, engineering and invoicing.
- Perform audio engineering for TV studio productions as needed (i.e. Alaska Insight, pledge spots, Line One Health tips).

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- Work across all AKPM content delivery platforms – radio, web, social media, and television –to strengthen AKPM’s community value, increase AKPM’s service capacity and affirm AKPM’s brand in southcentral Alaska.

Duties and Responsibilities:

In addition to the above functions, the FM Technical Operator will:

- Assist FM colleagues and broadcast engineer with coordination of technical studio facilities.
- Establish and maintain Standard Operating Procedure documentation for each FM Network broadcast program
- Provide technical support for member stations.
- Other duties as assigned.

Required Qualifications:

- Commitment to mission, vision, and values of Alaska Public Media.
- Bachelor’s degree or commensurate experience.
- Two year’s network broadcast experience.
- Two year’s systems management experience.
- Five year’s broadcast board operations experience with skills and knowledge of digital audio processing.
- Ability to work unsupervised, set priorities and meet deadlines.
- Positive oral and written communication skills.
- Proficient computer skill and knowledge of the latest PC Operating Systems, audio software applications, internet applications (including WordPress, ENCO, Adobe Audition, and Wheatnet), and FTP.
- Broad understanding of production across media platforms.

Desired Qualifications:

- Prior NPR/public radio production, audio recording, editing, and hosting experience.
- Bachelor’s degree in radio broadcasting or commensurate.

Allowable Substitution

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations
- Strong written and oral skills. Able to communicate effectively.
- Detail oriented with ability to manage multiple tasks.

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- Ability to accomplish goals and objectives with minimal supervision.
- Flexible, adaptable and proven ability to work in a deadline-driven environment.
- Available to work various hours including nights, weekends and holidays.
- Access to reliable transportation, including during inclement weather.
- Ability to use recording/broadcast equipment and editing software.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

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.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

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