

**ALASKA PUBLIC MEDIA**  
3877 University Drive  
Anchorage, Alaska 99508  
**M** 907.550.8400  
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**Title:** FM Technical Operator  
**Reports to:** CEO/General Manager  
**FSLA Status:** Non-exempt  
**Version:** 1.3

The FM Technical Operator is responsible for generating audio and digital content for Alaska Public Media 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 the source of NPR radio, PBS television for South Central Alaska and stewards of statewide news.

#### **Essential Functions:**

The FM Technical Operator will:

- 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.
- Oversee and perform technical production engineering for weekly FM network and broadcast programs (i.e. ANN, KSKA Call-in, TOA, AKPM STATEWIDE credits).
- Engineer regularly schedules programs; special events, remote broadcasts and contracted productions as necessary. (i.e., ISDN, State of the State, tape synchs).
- Record, mix and edit audio productions, promotions, underwriting announcements, FM pledge drive spots, sound effects, and musical selections. (i.e., AKPM statewide credits, pledge testimonials, music bank, "AK" like segments).
- Assist FM colleagues and broadcast engineer with regular technical/operations support that includes rebooting FM audio work stations, receivers, implementing Wheatstone cross point changes (not including writing commands), back up for updating ENCO playlists with Ensemble clocks.
- Provide feedback for FM network and broadcast programs.
- Provide technical oversight and training for FM staff and member station. (i.e., new arrivals, software assistance Adobe Audition, ENCO).
- Oversee and operate network satellite uplink and downlink facilities.
- Ensure the highest quality audio production at all times. Provides technical audio engineering and oversight for the production and distribution of daily FM broadcast and network programming.
- Be primary contact with member stations for all satellite related activities.
- Schedule, supervise, operate and coordinate AKPM statewide satellite uplink and downlink services.
- Generate uplink schedules for network programming.
- Quote satellite related charges to uplink users.

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- Updates ProTrack playlists for statewide programming.
- Enter ENCO library into ProTrack to produce daily logs.
- Produce daily ProTrack logs
- Reconcile logs daily
- Produce and host “AK”.

### **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.
- 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 Wheatstone, 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.
- Ability to accomplish goals and objectives with minimal supervision.

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- 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.

You may apply on line [www.alaskapublic.org/careers](http://www.alaskapublic.org/careers) or send a resume and cover letter to [hr@alaskapublic.org](mailto:hr@alaskapublic.org)