

Job Title: Announcer/Board Operator
Department: Operations
Functional Area: Programming/News/Ops
Reports To: Director of Operations
FLSA Status: Exempt
Prepared Date: September 1, 2015

SUMMARY: The Announcer/Board Operator exhibits the highest standards of excellence for VPR programming. Announcing is warm and friendly and is adaptable to a variety of live and pre-recorded programs. 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. Proficient in Allegiance radio traffic software, ENCO automation system and their usage on-air. 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. This position is responsible for content/audio across all platforms. May assist supervisor on various issues outside of functional area of responsibility as requested.

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, HD and relay issues appropriately.
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. 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

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

Essential Duties and Responsibilities	Minimum Requirements	Excellence in this Position
Announcer and board operator for regular program shift.	Prepares and presents content breaks in accordance with VPR’s Sound of Station guidelines. Uses studio technology and software proficiently. Maintains transmitter logs and other data as required. Monitors and perform EAS tests. Uses the automation system to pre-record breaks, maintaining	On air presentation reflects comprehensive knowledge of what is being offered by VPR, VPR Classical, VPR.net and social networks. Responds to sudden program changes and alerts with ease, representing the best interests of the listener. Stays abreast of world national and regional news as well as

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	<p>a live sound for VPR while allowing for flexibility in time management.</p> <p>Prepares for every shift ahead of time, gathering information about the weather, community events and forward promotion. Show Prep includes reviewing traffic log, correcting any overlaps between promos, underwriting and media sponsors and pre-reading all live copy.</p> <p>Communicates emergency information to assist the public in saving lives and property.</p> <p>Consistently attends and participates productively in board op meetings.</p>	<p>programming and events on VPR, VPR Classical, VPR.net and all social networks.</p> <p>Anticipates severe weather when possible and places a priority on listener communications and safety.</p> <p>Trains new board operators and hosts.</p>