

JOB DESCRIPTION - WXPR Operations Director

Summary:

This is a professional position and as such, is exempt as outlined under FSLA guidelines.

The Operations Director is required to have a bachelor's or higher degree with major study pertinent to communications or a related technical field, or equivalent work experience. This position requires the individual to have technical knowledge and understand and utilize practical application of highly specialized broadcast systems. This position is responsible for the development, installation, documentation, testing and repair of computer, digital, satellite and audio systems related to Public Radio Satellite System (PRSS) / Content Depot; WXPR ENCO automation system, Internet streaming audio, RF transmission, and other systems. The Operations Director is required to be on call after normal business hours and weekends to troubleshoot problems, and to monitor broadcast programming and Internet streaming.

The Operations Director will also be responsible for the successful execution of regular and special programming for WXPR, including, but not limited to, NPR news and news magazines, locally produced music programs, news forums, community outreach programming, special seasonal features and holiday programming, remote broadcasts, concerts (both in-studio and remote), among others.

The Operations Director will lend voice to station promotional announcements, produce and program automation station playlists, ingest programming from a variety of sources for WXPR air play and streaming, and develop and host on-air programs as needed.

Reports to Station Manager.

Duties

1. On-Air Operations:

- a. Maintain on-air standards in accordance with station mission and policies.
- b. Maintain programming and operations in accordance with FCC regulations.
- c. Supervise EAS operations in accordance with FCC regulations, including:
 1. Insure weekly EAS tests are conducted and accurately logged
 2. Insure EAS tests received by WXPR are conducted and accurately logged
- d. Maintain required FCC Logs
 1. Official WXPR station logs, including tower light monitoring (FAA)
 2. Official EAS logs
- e. Maintain required FCC licensing, including:
 1. WXPR main station, translator(s), microwave links, tower, downlinks, construction permits as applicable, RF proofs, quarterly tower inspection, special authority/permits
 2. Assure WXPR and associated systems and locations are prepared for FCC inspection
- f. Supervise event recordings and mic skim applications

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2. On-Air Operations Systems:

- a. Day-to-day management and monitoring of:
 1. PRSS messaging
 2. PRSS Downlink equipment
 3. Content Depot equipment, including administration of Portal Subscription
 4. ENCO automation Live Assist system, including timely updating of current, special, and generic promos for WXPR
 5. ENCO automation Unattended Operation, including daily and special programming playlist templates for WXPR
 6. Function, quality, and distribution of Internet streaming
- b. Serve as technical supervisor/engineer for remote and special location broadcasts – also White Pine Room events – including recording for archive and Internet use
- c. Administer Spintron for SoundExchange playlist reporting and file quarterly reports

3. Programming Operations:

- a. Capture for broadcast and station use:
 1. All weekly, daily, and Holiday programming for WXPR
 2. Fundraising editions of programs and promotional announcements, including creating effective and easy-to-use rundowns, inventory and usage controls for Pledge Drives
 3. Other special programs as needed, including downloads and mail delivered
- b. Develop annual WXPR Holiday programming, including:
 1. Holiday specials program schedule and program guide in collaboration with Marketing Manager
 2. Record, edit, produce community and local Holiday performances for broadcast
- c. Complete semi-annual BMI reporting, and any additional program and music rights reports

4. Engineering:

- a. Coordinate engineering services, serving as liaison with Contract Engineer, Station Manager, programmers, tower crews and related experts regarding equipment repairs and maintenance
- b. Serve as WXPR Chief Operator for FCC reporting
- c. Maintain technical engineering and systems documentation
 1. Manuals
 2. Schematics
 3. Software
- d. Schedule and perform routine maintenance at studio and transmitter site
- e. Plan and maintain an equipment service and replacement schedule
- f. Prepare an annual engineering budget as part of the annual budget process for WXPR, for review by the Station Manager and consideration by the Board of Directors

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5. Information Technology:

- a. Conduct (and/or contract for) routine maintenance, repairs, and upgrades on all computer systems, servers, monitors, and related equipment, (such as printers), including administrative, production/broadcast and support systems (e.g. music library; news)
- b. Specify and install all new computer purchases and related equipment
- c. Specify and maintain software applications including anti-virus and anti-malware programs
- d. Maintain and enhance digital networking for Internet distribution and inter-building networking for file sharing, printer use, and related applications, including Administrative, Production, Broadcast LANs.
 1. Maintain LAN documentation, including IP addresses, subnets, gateways, DNS servers
 2. Insure in-house networking security with firewall security, address filtering and documentation

6. Operations Administration:

- a. Correspondence, meetings, networking with staff
- b. Keeping current with professional list-serves, publications, and off site training
- c. Advising station management of new technologies that will benefit WXPR, and developing systems and use criteria for any emerging technologies or new equipment ultimately put into operation.
- d. Ensure security of all WXPR equipment assets.

7. Production:

- a. Produce on-air promos (generic and updated) for weekly programs
- b. Produce promos for all station created regular and special programming
- c. Produce promos for station sponsored special events and Pledge Drives
- d. Record, edit, and ingest programs into ENCO system
- e. Produce all recorded WXPR station legal ID's, including Sonic ID's

8. Other Duties:

- a. Host news programs and newscasts; produce local content collaboratively with News Director, Community Features Editor, and Station Manager.
- b. Provide weekend voice track recording on a rotating basis with other trained staff
- c. Host and co-host programming during WXPR Pledge Drives
- d. Other duties as assigned