



Broadcast Operations Coordinator

Want to help facilitate the broadcasts of a unique community radio station? Have a passion for technology and troubleshooting? Care deeply about informing and serving the public? We are looking for someone who not only keeps the trains running on time, but has the know-how to make them run faster and more efficiently.

Role Summary:

As the Broadcast Operations Coordinator at WXPR, you would be responsible for all technical and broadcast equipment at a federally-licensed, community-operated radio station.

This is a part-time job at 15-20 hours a week, with hours being flexible. You will work closely with our Station Manager in order to ensure IT, broadcast, and general security of WXPR assets. You'll also be helping support a great local community resource.

Overview:

WXPR is an independent, community-licensed public radio station founded in 1983 and operated by White Pine Community Broadcasting, Inc. From studios at 28 North Stevens Street in downtown Rhinelander, Wisconsin, WXPR can be heard at 91.7fm in a 70 mile radius of Rhinelander, with extended service to Ironwood, Michigan via translator at 100.9fm, and through a shared transmitter in Wausau, Wisconsin at 91.9fm WXPW. Scores of volunteer on-air hosts produce and deliver 70 hours of unique music programming per week. In addition, WXPR is an NPR affiliate that airs national news and produces its own local news.

Your Responsibilities:

- Serve as FCC Chief Operator responsible for Emergency Alert System operations and official FCC logs
- Manage ENCO automation, including daily and specially programming playlist templates
- Handle weekly program ingestion, including the Public Radio Satellite System (PRSS)
- Insure in-house networking security and maintain all proper network documentation
- Keep up to date software and anti-virus on computer stations and make appropriate backups
- Schedule / perform routine computer / broadcast equipment maintenance at the station
- Coordinate and work with our contract engineer on our transmission technology
- Keep an eye on emerging technologies that might benefit the station
- File quarterly reports for SoundExchange and semi-annual BMI reporting

- Manage all other technical aspects at WXPB, including our digital stream and COMREX remote broadcasting equipment

About You:

Qualifications:

- Strong IT knowledge through vocational / technical training or appropriate work experience
- Ability to learn complex digital systems
- Self-motivated, organized, good time-management skills, and ability to perform assigned duties with little supervision
- Demonstrated ability to work through difficult and stressful situations
- Passion for figuring out how things work and troubleshooting problems
- Ability to effectively identify problems as they occur before escalating

Bonus Points for Experience With:

- Wheatstone Audio
- Bridge-IT IP Audio Codecs
- ENCO Automation systems
- Broadcast equipment / systems in general
- College experience
- Audio editing software
- On-air hosting

Does this sound like you? If so, we want to hear from you! Please send a cover letter and resume by February 2nd to WXPB Station Manager Bill Clow: bill@wxpr.org. Please detail how you heard about the job. Pay will be commensurate with experience. The position will remain open until filled.

WXPB is an Equal Opportunity Employer that affirmatively seeks to hire veterans and people with disabilities. All applicants will receive consideration for employment without regard to race, color, national origin, gender, gender identity, religion, sex, or age.