



POSITION DESCRIPTION: Sound Board Engineer  
REPORTS TO: News Director  
HOURS: Fridays, 11:45-1pm

DESCRIPTION: Run technical operations for *A Public Affair*, our live call-in talk show

**BASIC RESPONSIBILITIES:**

- Arrive at the station on time and ready for your shift each week.
- Sign the program log and play scheduled station announcements
- Do legal station IDs at the top of each hour: "W-O-R-T 89.9 FM Madison"
- Prep the studio prior to each live program; report any technical problems
- Coordinate daily technical needs with hosts, producer, and News Director
- Start and end each program on time and ensure continuity of programming
- Prepare host and all guests to be on air and on mic
- Normalize sound levels throughout the broadcast
- Play BBC news headlines from the satellite on cue
- Play theme music, transition music, and other files as needed
- Put listener calls on the air as needed
- Load and play correct syndicated programs from the computer
- Arrange for an approved trained substitute as needed
- Participate in station pledge drives and training opportunities.
- Follow all station and FCC rules.

**OUR EXPECTATIONS:**

- You can pay attention to detail and focus on timing and cues
- You're able to think on your feet and respond quickly to changing technical needs
- You're friendly and interested in helping the program sound the best it can be
- You're able to make a weekly commitment for a minimum of one year.

**WE PROVIDE:**

- Technical training and access to the tools of the trade
- Real world experience in a friendly environment
- An opportunity to participate in a community institution with a 40-year history that is consistently voted Madison's Favorite Radio station

**TO APPLY:**

Please fill out our [online application](#). Select "News" department and "Engineering" position.

**FOR MORE INFORMATION:**

Contact News Director Molly Stentz at [molly@wortfm.org](mailto:molly@wortfm.org) or (608) 321-9586.