



PART-TIME BOARD OPERATOR

POSTING DATE: 06-09-21

CUMULUS MEDIA | Allentown is offering a great opportunity as a **(Part-Time) Board Operator** providing programming and control board support to On-Air Talent. Our ideal candidate should possess an extremely good work ethic, be a self-starter, and be highly organized with the ability to work in a fast-paced environment. The position requires extreme reliability and flexibility. If you are a fast-learner familiar with audio equipment and automation, have a good demeanor around others, and have a passion for radio, read on.

Who We Are: Our local stations in the Greater Lehigh Valley & Pocono, PA area include WLEV FM - 100.7, WODE-FM- The Hawk, 94.7 FM/WEEX/ WTKZ-AM - FOX Sports, WCTO FM/WWYY FM - Cat Country 96 & 107.1 plus WCTO is also home to the Philadelphia Eagles Radio Network. C-SUITE is our portfolio of Digital Advertising Products for Local Businesses.

Key Responsibilities:

- Running the board in a radio station control room broadcasting a variety of live or pre-recorded local and syndicated radio programs
- Playing all commercials as scheduled and maintaining a commercial and transmitter log
- Selecting bumper music, when needed, and back-timing pre-recorded programs for smooth transition back to live programming
- Monitors and updates weather, traffic and news reports into automation equipment
- Monitor for EAS Alerts, Ambers Alerts and breaking news
- Monitors the technical quality and accuracy of incoming and outgoing on-air programming from master control room
- Assists with adjusting signal and programming content to ensure transmission meets federally mandated broadcast standards

Qualifications:

- Some college radio or small market radio experience required/preferred
- Previous board operation experience preferred
- Audio production skills required
- Familiar with FCC rules and regulations and EAS guidelines

- Proficient using computer systems such as Microsoft Office Suite, OpX, AudioVault, Wide Orbit, ENCO, Soundgorge, Nuendo, Adobe Audition or other audio editing and automation programs
- Knowledge of basic electronic wiring and sound system set-up
- Familiar with audio mixers and remote monitoring systems for radio transmissions
- Flexibility in scheduling required; majority of the hours are in the evenings, weekends and holidays
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

What we offer:

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask “what if” and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays (only for FT roles)

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at:
<https://www.cumulusmedia.com/>

CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).