



**POSITION: Board Operator (19 hrs/week)**

**LOCATION:** Northstate Public Radio, KCHO-FM Chico/KFPR-FM, Redding

**ESSENTIAL JOB FUNCTIONS:** Under the direction of the Program Director operates on-air control room, provides excellent live and recorded announcing services and audio production services for Northstate Public Radio.

- **Serve as program host and/or board operator.** Engineer pre-recorded and live-fed syndicated radio programs. Announce station ids, underwriter acknowledgments, public service announcements (psa's) at appropriate times. Effectively air and document received or required activations of the emergency alert system (eas). Insure smooth, balanced and well-timed transitions. Maintain accurate studio logs.
- **Monitor regular station news and weather sources and prepare reports for on-air presentation.** Monitor station news sources (e.g., associated press wire service, newspapers, web sources) and, if instructed by program director or news director, prepare weather reports and news stories or updates for on-air delivery.
- **Download syndicated programs from satellite or computer delivery systems and prepare for on-air presentation.** With instruction and supervision from station programming and engineering staff, retrieve and compile syndicated radio programs via satellite or computer feed and prepare content for airing via recorded media (e.g., mini disk) or computer.
- **Produce recorded promotional spots, public service announcements and program breaks.** In coordination with program director and using station production studios, audio equipment and digital audio editing equipment record and edit promotional spots, psa's, and program breaks for air.
- **Insure facilities security and strict adherence to safety requirements.** Unlocking and opening as well as closing and locking radio station required. Learn and maintain appropriate operation and security of station broadcast, computer and office equipment.
- **Attend regular staff meetings and other station functions as required and other duties as assigned.**

**EMPLOYMENT STANDARDS:** Excellent writing and diction skills. Excellent vocal delivery skills. Prior on-air announcing experience preferred but not required. Excellent organizational skills. Strong background with Microsoft Office Suite and particularly with Word and Outlook. Willingness to learn, master and use new computer and audio technologies. Prior radio engineering experience preferred but not required. Ability to remain focused in fast-paced environment with quickly-shifting priorities. Ability to take direction and work in a mutually-supportive team environment. Experience training, supervising, and working with volunteers and students preferred. Familiarity with the public radio industry, FCC Rules and Regulations, and not-for-profit business structure preferred. Familiarity with digital audio editing software (e.g., Adobe Audition) preferred but not required.

**COMPENSATION:** Hourly rate \$10.00-\$12.00/hour dependent on experience. Schedule to be determined and will include evening and weekend shifts.

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**APPLICATIONS:** Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three references. Application materials and job announcement can be obtained by contacting:

**BY MAIL:**  
CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, Ca. 95929-0246

**OR CALL:** (530) 898-6811  
**OR VISIT OUR WEBSITE:**  
<http://www.csuchico.edu/rfdn/>

**IN PERSON:**  
CSU, Chico Research Foundation  
25 Main Street, 2<sup>nd</sup> Floor suite 203  
Chico, Ca.

**DEADLINE:** Applicants must submit a completed CSU, Chico Research Foundation application materials to one of the above addresses by **4:30 pm, Monday, July 20, 2009**. Applications received after this date will not be accepted for any reason. It is the applicant's responsibility to allow adequate mail and delivery time.

**DISCLOSURE OF CAMPUS CRIME STATISTICS**

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: <http://www.csuchico.edu/up>.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.