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# Example of Board Operator Job Description

Our company is growing rapidly and is looking for a board operator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for board operator

* Update podcast files as necessary
* Web search and download requested sound files
* Setup and engineer audio at station events
* Download and import various programs and commercials
* Be on call to respond to station emergencies
* Perform additional duties and special projects as required by the Operations Manager
* Protect the company’s F-C-C license, successfully execute E-A-S tests, log transmitter readings and follow regulations and policies under the direction of the Chief Operator
* Ability to perform simple production duties
* On-air and voice over support of programs production
* Monitors and updates weather, traffic and news reports into automation system

## Qualifications for board operator

* Ability to work evenings, overnights, and weekends
* Available nights, weekends, holidays
* Well organized in ability to research topics and partake in show prep for live shows
* Ability to work primarily weeknights and weekends
* Minimum of two years’ experience as a radio board operator, or anchor
* You must have experience with a digital operating systems such as Audio Vault