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# Example of Board Operator Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Program log verification
* Downloading daily & weekly programs via ftp site
* On-Air production, light voice work
* Operating the on-air console and radio automation system
* Call screening during live broadcasts
* Entertaining and informing listeners via social media and other platforms appropriate for show content
* Clerical duties as assigned by lead operator
* Guidelines as set forth in FHW Policy and Procedures
* Project a positive and helpful demeanor while working with patients, visitors physicians and staff
* Maintains a courteous and professional manner when answering calls

## Qualifications for board operator

* Voice and produce commercial, spec spots, promotional announcements, and PSA’s from start to finish as assigned
* Record air checks as needed for sales and promotions
* Record talent, clients, and studio guests for production purposes
* Complete any projects assigned by Program Director
* Dub music or spots from compact disc, mp3, digital media, or internet into NexGen System
* Responsible for board operations of live and/or pre-recorded shows