



# Example of Board Operator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of board operator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for board operator

- Responsible for producing all on-air transitions, which includes
- Assists with remote appearances
- Plays news programs as specified by Program Director
- Answers phone lines
- Operates control console and performs commercial production
- Maintains and builds a positive and cooperative attitude within the station and its clients
- Performs additional duties such as production, assisting Program or News Director, and operating radio transmitter
- Ability to segue music when needed
- Executes playlists for server or simulcast programming
- Supports off-air audio and digital production, programming automation computers

## Qualifications for board operator

- Ability to work mostly overnight on weekends
- Duties and responsibilities include, but not limited to, voice tracking and board operation
- Promotions and Production experience preferred
- High school diploma or equivalent required, with a minimum of 1 year on air experience

- You must have experience with a digital operating system (Media Touch, Audio Vault, Enco or Profit)