

### Job Opportunity

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| **From (station call letters):** | IHeartMedia - Houston | **Date:** | 11-01-19 |
| **Job Posting #:** | 19659-78219 | **City, State:** | Houston, TX |

We ask for your efforts and cooperation in our efforts to recruit, hire and promote qualified candidates including women and minorities.  In this regard, if you or someone you know might be interested in

and is qualified for this position, we encourage you to apply or refer candidates to us.

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| **Position Open / Location:** | **Part-Time Board Op** |
| **Closing Date for Application:** | 1/29/20 |
| **Address Resume To:** | 2000 West Loop South Suite #300 Houston, TX 77027 |
| **Contact Name / Email Address:** | **Only applications submitted through** [**www.iheartmediacareers.com**](http://www.iheartmediacareers.com) **will be accepted.   No phone calls please.** |

**Description:**

**iHeartMedia –** Part-Time Board Operator provides programming and control board support to On-Air talent.

**Responsibilities:**

* Operates control board for studios and remote programming
* Regulates program timing, operates syndicated programming, and plays commercials
* Monitors the technical quality and accuracy of incoming and outgoing on-air programming

from master control room

* Supports off-air commercial production, dubbing music to hard disk and programming

automation computers

* Protects station’s license by censoring live programs and deleting words/phrases not

permitted on air

* Executes playlists for server, tape, or simulcast programming
* Assists with adjusting signal and programming content to ensure transmission meets

federally mandates broadcast standards

* Processes time-out programming for accurate play back
* Monitors and updates weather, traffic and news reports into automation equipment
* Checks studio equipment for proper functioning and notifies Engineering of technical

malfunctions affecting quality of the broadcast.

* Screens in-coming phone calls and selectively chooses callers or On-Air talent and talk shows.
* Handles emergency inserts (e.g. news updates, breaking stories, alert systems tests, etc.)

**Qualifications:**

* Competencies/Skills
* Proficient in Microsoft Office Suite, Windows, Adobe Audition or similar audio editing software, Wide Orbit or similar automation system
* Time management and attention to detail
* Ability to work without close supervision
* Flexibility in work schedule, including evenings, overnight and weekends
* Functions well in a fast-paced environment with tight timeframes and multiple demands
* Works well in a team environment

**Work Experience/Education:**

* 6 months in a related role and/or technical
* High school graduate or G.E.D.

To apply, please visit our website <http://www.iHeartMediacareers.com>

Apply online URL: <https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Houston-TX-West-Loop-South/Board-Op_Req19659>

iHeartMedia is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.