

Job Opening at KPFK Los Angeles – Board Operator

Pacifica station KPFK is based in North Hollywood, CA is currently seeking applicants for Part time Board Operators for work on live and prerecorded public affairs and cultural broadcasts. The board operator works closely with hosts, producers, the Traffic Coordinator and Production Director to help ensure seamless show transitions, quality broadcasts and the safety of the station's broadcast license.

Key Responsibilities:

- Operate broadcast control board for live programming and production studio recording
- Regulate program timing for prerecorded shows
- Play ID's and promotional spots
- Monitor the technical quality of incoming and outgoing on air programming from the master control studio
- Monitor the station's broadcast for potential FCC violations and operate the program delay hardware ("dump button") when necessary
- Maintain logs
- Check studio equipment for proper functioning and alert engineering staff of any technical issues affecting the quality of the broadcast
- May handle basic audio editing and loading of shows and show elements for playback during broadcasts
- May work with Production Director on various production needs including editing and real time adjustments specific to each broadcast.

JOB REQUIREMENTS

Essential attributes:

- Positive attitude
- Dependability
- Diplomacy
- Punctuality
- Solid communication skills
- Scheduling flexibility (evenings and weekends)

Qualifications and abilities:

- High School diploma or equivalent
- Team player with basic audio and computer (Windows) knowledge
- Good time management and attention to detail
- Work well with a broad range of personalities
- Remain calm and effective in a fast paced, live broadcast environment with tight timeframes, multiple demands and fluid and evolving real time adjustments
- Improvise, adapt and troubleshoot

All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally mandated accommodations

Pluses:

- Experience in running a broadcast control board
- Previous radio, journalism and/or production experience
- Proficient in Adobe Audition, Cool Edit Pro or similar audio editing software
- Familiarity with Zetta or other broadcast automation systems
- Experience with using VoIP systems (Zoom, Cleanfeed, etc.) for broadcast
- Experience with live sound mixing
- Optimism and a good sense of humor

Will provide comprehensive training to the right candidate.

For immediate consideration, resumes can be sent to [**apply@kpfk.org**](mailto:apply@kpfk.org)

KPFK is proud to be an Equal Opportunity Employer (EOE).