

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

PUBLIC TELEVISION 19, INC.

JOB TITLE: Audio & Production Engineer (Part-Time, As Needed)
REPORTS TO: Chief Technology Officer
FLSA CLASSIFICATION : Hourly/Non-Exempt

JOB SUMMARY:

The position requires a thorough understanding of professional audio techniques, digital audio consoles and ProTools editing systems, video and audio file conversion and delivery, and technical production processes, workflow, signal flow and the operational proficiency with all job-related equipment and software.

JOB FUNCTIONS:

- Operate all video and audio equipment involved in delivering program material to the final source whether recording medium, broadcast or other delivery, maintaining video and audio levels within FCC guidelines.
- Set up recording of other source equipment, both audio and video for television, radio and event productions.
- Set up and configure all microphones and ancillary audio sources for inclusion in programs and performances.
- Set up and record a diverse range of musical performances.
- Live performance audio mixing, post editing of audio sessions using ProTools audio editing software.
- Set up cameras for transparent switching to the production switcher, matching level, hue, saturation and timing to the production switcher.
- Set up router/switcher, satellite receivers, automation, server and archive system components for playback, recording and archive management.
- Maintain quality control by rechecking operational readiness of all equipment and playout/record setups.
- Assist maintaining a transmitter and on-air log.
- Maintain broadcast signals within FCC guidelines.
- Be able to perform all broadcast related job functions required by the FCC.
- Troubleshoot, perform software and hardware maintenance and install all production and broadcast related equipment not specifically exempt under the IBEW contract.
- Other duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills.
- Strong organizational skills.
- Excellent time management.
- Must learn all aspects of broadcast workflow and the operation of equipment used in this process.
- Evening and weekend work will be required.

EDUCATION and EXPERIENCE REQUIRED (an equivalent amount of training, education experience will be considered):

- 2-year experience with setup, operation and troubleshooting of ProTools audio editing software.
- 2-year experience musical studio audio recording, editing and audio post production/mastering.
- FCC General Radiotelephone Operators license and/or SBE certification required.
- High school diploma required at a minimum.

Please note: This is an IBEW bargaining unit position.