



**COMPANY: BONNEVILLE**  
**LOCATION: SEATTLE, WA**  
**PRIMARY INDUSTRY: RADIO**  
**POSITION: BOARD OPERATOR**  
**OPEN DATE: 5/12/23**  
**CLOSE DATE: When filled**  
**SALARY RANGE: \$19.00 - \$22.50**

**FULL TIME, NON EXEMPT**

### **Who We Are**

At Bonneville International, our purpose is to build up, connect, inform, and celebrate communities and families in the markets we serve. As an integrated media company, we provide content, advertising, and digital marketing solutions across 23 radio stations in Denver, Phoenix, Sacramento, Salt Lake City, San Francisco, and Seattle, along with the NBC Affiliate TV station, KSL-TV 5, in Salt Lake. We are responsible for lifting and inspiring with respect and giving voice to all the communities and clients we serve.

We believe that empowering our employees to share their ideas and experiences will fuel creativity, innovation, and inspiration. A diverse and inclusive workforce is crucial to our ability to create and deliver exceptional content, products, and services that represent our communities. We're proud of our history and we want talented people to join us as we continue to grow!

To learn more about Bonneville and how our local media matters, visit:  
<https://bonneville.com/>

***Seattle Sports seeks a full time board operator to take over operation of two daily sports talk shows.***

### **Position Overview**

A Board Operator's work is essential to the execution of a clean, polished on-air show. This full-time board operator will operate the on-air studio console and collaborate with producers and on-air talent to ensure we are broadcasting technically excellent and flawlessly timed content to our audience in compliance with FCC requirements.

**Note:** Work configurations are subject to change based on business needs and at company discretion.

- This position is an on-site role that requires the employee to work at our Seattle site.

### **What You Will Do:**

Primary job duties will include, but are not limited to:

- Full focus and ownership of shift on-air console operations including: maintaining accurate transmitter and program logs, airing commercials per program logs, airing emergency alerts, recording satellite feeds, ensuring transmitter is operating according to FCC parameters, ensuring all audio elements are problem free before air, and updating discrepancy reports with all occurrences that depart from the program log or quality goals set by station management
- Become an expert at our audio console, Adobe Editing, NewsBoss, and Zetta.
- Edit and post daily podcasts
- Maintain accurate logs
- Double check that audio elements are problem free, before they air.
- Air emergency alerts.
- Find, record, edit and mix audio on deadline.
- Clearly and succinctly communicate regularly with hosts, anchors and producers on upcoming show elements. Monitor clock and provide cues to talent to ensure program continuity
- Report equipment problems, update discrepancy reports to communicate any occurrence that departs from program log or quality goals.
- Contribute digital content including repurposing audio programs, posting to sites where needed.
- Screen calls in a professional manner.
- Coordinate the appropriate mix of music and sound for assigned shows, and ensure that levels are mixed properly
- Cross-train and maintain working knowledge of all board operator shifts; fill in for team mates as needed
- Work with producers to create/edit "best of" library for assigned shows
- Assist talk show producers in creating varied and unique content
- Project an appropriate professional appearance and demeanor; maintain positive and cooperative rapport with staff, management and clients
- Provide on-air commentary when required.

### **Skills and Experience We Are Looking For:**

- Must have a high attention to detail.
- Proven ability for accuracy and follow-through and ability to multi-task effectively
- Ability to understand and execute format philosophy and understand the local sports audience and work with a team of other professionals in creating a distinctive sound
- Ability to accept direction and be flexible with changes
- Develop and maintain effective communication with co-workers and others and able to clearly and accurately communicate, receive and interpret instructions
- Able to work under pressure and effectively handle the stresses of the responsibilities of the position and assure on-air hosts receive material for broadcast on time
- Work well with on-air deadlines in a fast-paced environment while managing multiple priorities effectively

- Reliable, dependable and able to work weekdays, overnights, weekend hours and flexible hours as needed in order to provide coverage for last minute scheduling needs.
- Willing to accept responsibility and work under moderate supervision while resolving varied problems, which require general knowledge of company's policies and procedures.
- Experience in operation of broadcast equipment and ability to properly operate studio equipment and possess basic production skills. One (1+) year commercial broadcast experience or equivalent is preferred.
- Proficiency in sound production and audio editing, including editing programs (Pro Tools, Adobe Audition, Audacity), preferred
- Highly creative in use of sound, production elements, and show ideas, preferred

### **Physical Demands**

- Receive, process, and maintain information through oral and/or written communication effectively.
- Substantial physical movements (motions) of the wrists, hands, and/or fingers.
- Ability to extend hand(s) and arm(s) in any direction with good eye and hand coordination.

### **Compensation Range**

\$19.00 - \$22.50. This range spans multiple levels of this role.

Salary will be determined by an evaluation of the education, experience, knowledge, skills, and abilities of the applicant along with internal and external benchmarks.

### **What We Offer You: Check Out Our Bonneville Benefits!**

Employees at Bonneville can enjoy a broad offering of benefits, including:

- Robust, affordable medical, dental and vision coverage with no wait period for enrollment
- 401(k) with Company match and employer-funded retirement account, both fully vested from day one
- Paid leave for new parents under our Medical Maternity (8 weeks) and Parental Leave (8 weeks) benefits
- Opportunities to apply for tuition reimbursement
- Paid time off for vacation (120 hours accrued per year) and sick leave (80 hours accrued per year) in addition to 12 paid company holidays per year
- Paid time off for volunteering (40 hours per year)
- Employee Assistance Program (EAP) services
- Access to an entire team of free financial planners
- Matches on contributions to charitable organizations after one year of service
- Continuous growth and development opportunities
- Dynamic team culture that values teamwork, having fun, and collaboration

Bonneville is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any

other characteristic protected by law. Minority/female/disability PWDNET/veteran are encouraged to apply.