



**COMPANY: BONNEVILLE**  
**LOCATION: SEATTLE, WA**  
**PRIMARY INDUSTRY: RADIO**  
**POSITION: BOARD OPERATOR (ON CALL)**  
**OPEN DATE: 5/17/23**  
**CLOSE DATE: When filled**  
**SALARY RANGE: \$18.69 - \$22.00/HOUR**

## **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/>

***Bonneville Seattle is looking for skilled Board Operators to join our team!***

### **Position Overview**

Bonneville Seattle, home to KIRO Newsradio 97.3, Seattle Sports, 770 KTTH and MyNorthwest.com, is currently seeking skilled, dependable board operators to operate the technical side of our broadcast operations.

A Board Operator's work is essential to the execution of a clean, polished on-air show. Board Operators will operate the studio console and collaborate with producers and on-air talent to ensure that we are broadcasting technically excellent and flawlessly timed content to our audience.

The Board Operator will make a full contribution to the success of the station by providing necessary clerical and operations assistance to assure smooth airing of station's live, pre-recorded and/or automated programming including assuring reliable, timely, error-free delivery of terrestrial radio and digital media programming,

adhering to commercial logs including sales, programming and marketing/promotion spots, contributing digital content for Bonneville Seattle Media Group, which may include repurposing audio programs, posting to blogs, and utilizing other content platforms and screening incoming phone calls in a professional manner.

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

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

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

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

Full focus and ownership of on-air console operations during a shift, to ensure a smooth airing of station's programming and reliable, timely, error-free delivery of terrestrial radio and digital media programming 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  
Check studio equipment for proper functioning prior to going on-air, troubleshooting and reporting technical problems and equipment malfunctions

Become an expert at our audio console, Adobe Editing, NewsBoss, and Zetta.

Edit and post podcasts

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

Coordinate the appropriate use 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

Assist talk show producers in creating varied and unique content for posting to show's social media accounts

Screen phone calls as needed

Work with producers to create, organize, and broadcast "best of" content

Maintain positive and cooperative rapport with staff, management and clients

Management will assign responsibilities on a regular and/or rotating basis depending upon need and proven capabilities

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

High school education or equivalent

Proven ability for accuracy and follow-through and ability to multi-task effectively in a fast paced, collaborative, deadline driven team environment.

Have good attention to detail and work well with on-air deadlines

Candidates must be reliable and dependable with flexibility to work weekdays, overnights, weekend hours. Must also be able to reach the stations in under two hours as needed to be able to cover on call shifts.

Ability to work a minimum of 16 hours per week and provide coverage for last minute scheduling needs.

Ability to understand and execute format philosophy and work with a team of other professionals in creating a distinctive sound

Ability to accept direction and be flexible with changes

Ability to clearly and accurately communicate, receive and interpret instructions and maintain effective communication with co-workers.

Willing to accept responsibility and work under moderate supervision while resolving varied problems, which require general knowledge of company's policies and procedures.

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 as the services performed affect company image, clients and the listening audience. Errors may incur financial or time loss.

Work effectively in a team environment

Project an appropriate professional appearance and demeanor.

Experience in operation of broadcast equipment and ability to properly operate studio equipment and possess basic production skills is preferred.

One (1+) years commercial broadcast experience or equivalent, 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.

Ability to extend hand(s) and arm(s) in any direction with good eye and hand coordination.

Manual dexterity and fine motor skills to operate computer keys and general office equipment. Ability to sit or stand and work on a computer for prolonged periods of time.

### **Compensation**

\$18.69 - \$22.00 This range spans multiple levels of this role.

Hourly rate to be determined by multiple factors including but not limited to evaluation of the education, experience, knowledge, skills, and abilities of the applicant along with internal equity and alignment with market data. The pay range provided here spans multiple levels of this job.

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

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

Paid sick leave

Employee Assistance Program (EAP) services

Access to an entire team of free financial planners  
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.