

WNIN JOB ANNOUNCEMENT

<u>Employer Information:</u> WNIN Tri-State Public Media, Inc. 405 Carpenter Street Evansville, IN 47708 Phone: 812-423-2973 Fax: 812-428-7548	<u>Job Information:</u> Job Title: Director of Technology Work Hours: 8:30 – 5:00 and as needed Work Days: M-F and as needed Application Process: Send résumé and cover letter, Reference Job # 0318 Email employment@wnin.org
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Director of Technology
Reports to CEO
Full Time / Exempt

This position is responsible for the design, installation and maintenance of IT systems and broadcast / computer systems while providing support to WNIN TV and FM Broadcast Operations; and supervision of technical staff. WNIN operates channels 9.1 and 9.2 on television, and 88.3FM on radio, several websites and server systems.

Duties: Assures compliance with all FCC rules and directives. Director of Technology is responsible for all technical activities within the plant including the scheduling of preventative maintenance, the installation of new equipment, and coordinates the repair of all malfunctioning equipment including IT and HVAC equipment. Employee is responsible for the design, installation, and integration of technical equipment; and maintenance of the entire plant including all studio and transmitter equipment. Director of Technology supervises broadcast technical staff. See attached job description for more details about the position. EOE

Skills: Working technical knowledge of all equipment used in television production and broadcasting, including video & audio encoding; and Radio broadcasting. Demonstrate knowledge of IT planning and implementation. Troubleshooting experience with computer based systems a necessity. Employee must have knowledge in the use of basic test equipment. RF transmitter knowledge and experience is mandatory.

Qualifications: Strong work ethic, positive attitude and leadership qualities with the ability to handle multiple tasks and setting priorities are a must. Ability to work non-traditional hours with occasional evening shifts as well as on call outside of office hours as needed. This job requires interaction with many people, and employee must possess good communication skills and get along well with others. Must be punctual and have regular, consistent attendance.

Bachelor's degree or equivalent in a related field is required. Employee must have a minimum of 10 years of relevant experience in television / radio broadcasting or IT field with prior supervisory experience.

Director of Technology Job Description

Position: Director of Technology
Department: Broadcasting / Technology
Reports To: CEO
Classification: Full-Time/Exempt

General Statement: This position is responsible for the design, installation and maintenance of IT systems and broadcast / computer systems while providing support to WNIN TV and FM Broadcast Operations; and supervision of technical staff. WNIN operates channels 9.1 and 9.2 on television, 88.3FM on radio, several websites and server systems.

Duties and Responsibilities:

1. Assure compliance with all applicable FCC rules & directives, and WNIN policies. Serves as the designated Chief Operator of WNIN-TV and WNIN-FM as required by the FCC.
2. Responsible for the design, installation, and integration of technical equipment; and maintenance of the entire plant including all studio and transmitter equipment plus all of the associated electronic items that support the Radio and Television facility. Training of operating personnel and development of technical procedures.
3. Coordinate all technical activities within the plant including the scheduling of preventative maintenance, the installation of new equipment, and coordinate the repair of all malfunctioning equipment including IT and HVAC equipment.
4. Ensure transmission facilities meet operational standards and are in compliance with FCC regulations.
5. Plan, organize, and manage engineering projects; research and advise management of technical facilities improvement and equipment replacement needs including capital recommendations, and participate in the development of budgets and bid specifications. Includes short and long-range planning.
6. Work closely with all departments in the development and implementation of special projects; participate in interdepartmental operational and planning discussions.
7. Maintain current knowledge with respect to relevant state-of-the-art technology, equipment and systems and advise others as to implementation possibilities.
8. Provide technical support and maintenance for visual arts theater. Coordinate building maintenance as required.
9. Supervise broadcast technical staff.

10. Work closely with production staff to prepare for WNIN productions and operate audio board during special productions and live programs.

11. Other duties as assigned.

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WNIN is an Equal Opportunity employer. EOE