



WPFW Part-Time Board Operator

Position Overview

The WPFW Board Operator plays a vital role in supporting the station's mission to provide high-quality, community-focused public media. This part-time, on-site position is responsible for ensuring the technical excellence of live and recorded programming while supporting staff, volunteers, and community contributors. The role requires strong technical broadcast skills, collaboration, and a commitment to public service broadcasting standards. The Board Operator must be capable of independent judgement, problem solving skills, and time management priorities in the assembly of critical program elements.

Primary Responsibilities

- **Broadcast Console Operations**
Operate studio audio consoles for live and recorded programming, managing multiple audio sources including microphones, remote interviews, phone systems, and digital playback. Ensure consistent, high-quality sound that meets public broadcasting standards.
- **Live Program Production Support**
Provide technical support for live news, cultural, music, and public affairs programming. Coordinate guest audio, manage remote connections, and respond quickly to technical challenges to maintain reliable on-air operations.
- **Audio Mixing and Production Quality**
Mix voice, music, and production elements in real time while maintaining clarity, balance, and accessibility for diverse listening audiences. Apply audio processing techniques consistent with professional broadcast and public radio quality standards.
- **Recording and Content Production**
Record and edit programming, podcasts, underwriting announcements, and promotional content using digital audio production software. Support the station's digital distribution and archiving needs.
- **Technical Maintenance and Reliability**
Assist in maintaining studio and production equipment, including consoles, microphones, monitoring systems, and signal routing hardware. Perform routine system checks and troubleshooting to support uninterrupted broadcast service.

Collaboration and Community Support

Work closely with *management*, producers, hosts, reporters, volunteers, and community contributors to support inclusive and mission-driven programming. Provide technical guidance that helps community voices be heard clearly and professionally.

Training and Mentorship

Assist in training staff and volunteer board operators, helping to maintain consistent operational standards while fostering skill development and confidence in broadcast production.

Qualifications and Skills

Technical Broadcast Experience

- Experience operating professional audio consoles and broadcast systems
- Proficiency with digital audio workstations such as Pro Tools, Adobe Audition, or similar platforms
- Familiarity with broadcast automation and digital content delivery systems preferred

Audio Production Knowledge

- Understanding of audio signal flow, gain structure, equalization, and dynamics processing
- Knowledge of broadcast audio standards and accessibility considerations

Collaboration and Communication

- Ability to work effectively with diverse teams including staff, volunteers, and community members
- Strong interpersonal and communication skills

Attention to Detail

- Ability to monitor multiple audio sources and maintain consistent broadcast quality

Problem Solving

- Ability to troubleshoot technical issues quickly, particularly in live broadcast environments
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Work Environment

This position operates within a mission-driven, nonprofit public media organization. The role supports a fast-paced broadcast environment that may include live programming, community events, and special productions. Evening, weekend, and holiday shifts may be required to support station operations and community programming.

Mission Alignment

The Senior Board Operator supports the station's commitment to public service media by helping ensure that programming is technically excellent, accessible, and reflective of the communities served.

Reporting:

Reports and interacts with management, primarily the WPFW General Manager or other station managers. Technical issues and resolutions are reported to the Chief Engineer.

Pay and Benefits:

- SAG/AFTRA Union, non-exempt regular position
 - Schedule: Weekdays at 24 hours per week. Three day's work with a 30-minute unpaid lunch per day.
 - Currently: \$18.21 per hour starting salary.
 - Vacation & Sick pay after 90 days
 - Holiday pay
 - Company paid health benefits after 90 days
 - Company matched (up to 4%) 403B
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To apply, send a resume and cover letter to hr@wlfw.org by Friday, March 20, 2026.

The Pacifica Foundation/WPFW is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.