



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, California**

**Position:** Radio Announcer/Board Operator  
**Department:** Radio Station  
**Supervised by:** Information Technician and/or General Manager  
**Pay Range:** T-4 \$14.42 - \$20.19 (\$29,993.60 - \$41,995.20) DOQ  
**FLSA Status:** Non-Exempt, Hourly / Full-time (May Include Weekends & Emergencies)

**Position Summary:** This is an entry level position for the Bishop Paiute Tribe's Community Radio Station, KBPT LP FM; it is under the direct supervision of the Information Technician. Responsible for creating, producing, and announcing topics over the radio, including entertaining programs, news, interviews, weather, and other matters of interest, maintaining station operating equipment including Emergency Alert System.

### **General Responsibilities:**

- Announcer may provide narrations, news updates, station identification, or an introduction of and conduct interviews with guests
- Selects songs for programs.
- Runs various programs.
- Sources, selects and reads various items of local interest and/or runs pre-recorded public service announcements (PSAs) including Bishop Paiute Tribe's Public Service Announcements.
- In charge of some of the technical aspects of the show, such as working the control board.
- Maintaining the program logs
- Answering the phones.
- Produce, write, and narrate programs on the radio.
- Participate in on-air fundraising and sponsorship activities as requested.
- Represent station at industry and community functions and events.
- Determine news and information appropriate for broadcast and deliver them on-air
- Responsible for operating control board for the studio and remote programming.
- Protects station's license by censoring live programs and deleting words/phrases not permitted on air.
- Checks studio equipment for proper functioning and notifies General Manager of technical malfunctions affecting quality of the broadcast.
- Handles emergency inserts (e.g. news updates and breaking stories, emergencies, alert system tests, etc.).
- Maintains KBPT LP FM Radio Station's software.
- Performs other work as assigned.

**Supervisory Responsibilities:** May be required to supervise volunteers or interns and trainees.

### **Experience and Education:**

- High School Diploma and/or GED
- Minimum of one year of experience operating a broadcast console and/or audio equipment at a Public or Commercial Radio Station in the last 5 years is preferred.
- Strong Computer skills required.
- Knowledge of today's social media trends (Facebook, twitter, etc.)
- Good announcing skills and ability to correctly pronounce a variety of local words.
- Excellent board operation skills and ability to deliver seamless presentation with community programming.

- Excellent writing and editing skills, good news judgment and the ability to edit newscast copy from a variety of outside sources.
- Demonstrated news judgment and clear understanding of journalistic ethics and practices.
- Some experience in producing and/or editing digital media is preferred.
- Socially informed and perceptive; up-to-date and in tune with the local trends and/or specialized knowledge of topics/events related to on-air discussions.
- Education or coursework in broadcasting equipment and techniques is preferred.
- Individual must have a sharp ear and eye for audio and visual details, along with a working knowledge of related technology.
- Communication and problem-solving skills are key, as is the manual dexterity needed to work with cables, dials and knobs.
- Through continuing education, broadcast technicians can also make sure that their knowledge of automated systems, computers and electrical technology is up to date.

**Other Requirements:**

- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Ability to make others feel comfortable and open up on air
- Persistent mindset, interpersonal, speaking, writing, research and computer skills.
- While working with a live radio or video transmissions must have the ability to remain cool in a stressful environment.
- This role routinely uses standard radio broadcasting equipment and software
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture sensitivity.
- Must have and maintain a valid California Driver's license and to be insurable under the Tribe's existing automobile insurance policy.
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.
- Must comply with the Drug-Free Workplace Policy and a Criminal Background Investigation.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel objects, kneel, or crouch; reach with hands and arms. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

***Signatures***

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.