

## RADIO PRODUCTION COORDINATOR

DESCRIPTION: Under general supervision, coordinates the technical production operations of Nebraska Public Radio including remote recordings, master control systems, voice studio and post production; performs routine and unscheduled equipment maintenance and repair; monitors transmitter activity and performance; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops technical planning, layout and design of in-house productions and field recording.

Provides recording and production engineering services for in-house and field productions.

Researches and recommends equipment and supplies.

Provides routine and unscheduled inspections, maintenance and repair on equipment and transmitters.

Assists in developing and implementing technical and production policies.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: current technological trends and applications for radio production; operational knowledge of studio and production facilities.

Ability to: Communicate orally and in writing with staff and management to convey production and technical concepts.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: basic electronics; diagramming of micro systems (tape machines, mixing consoles and other audio equipment) and macro systems (computer networks, audio and video routing); use of audio testing equipment.

Ability to: interpret schematics.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school education or equivalent plus experience in a production or operations managerial position; a Bachelor's degree in broadcasting, engineering or music is desirable.