

CFUZ - Peach City Radio

121-1475 Fairview Rd.
Penticton, BC V2A 7W5
(236) 422-0929

Airtime Operator

Volunteer job title	Airtime Operator
Department	Programming
Reports to	Programming Chair

Overview

Airtime Operators are volunteers with CFUZ who are responsible for regularly ensuring that assigned program and music schedule times are filled with content according to the latest published on-air schedule. Airtime is an open source software environment developed under the SourceForge banner which provides a library, scheduling and play-out automation environment for an online streaming radio station.

Duties and responsibilities

- Updating assigned schedule sections (program or music blocks) on a weekly basis, including:
 - inserting programming and/or music into appropriate time slots
 - inserting station IDs, announcements and sponsor mentions as outlined in scheduling documents provided by the Programming Committee
- Maintaining proper meta data for any uploaded programs and/or music into the online library
- Communicating with the Programming Chair in special circumstances where they are unable to perform their duties, so that someone else can cover and dead air can be avoided
- Monitoring program/music blocks adjacent to assigned blocks and report when they are not completed, so that dead air is always avoided
- Reporting any anomalies/technical problems directly to the Programming Committee

What we're looking for

- A basic knowledge of spreadsheets, documents, how to use a search engine, and email
- Respect for confidential information (login, password)
- Attention to detail; reliable

What's in it for you

- Endless appreciation for doing a “grunt-work” type task that is absolutely essential for keeping our station broadcasting

Training and resources provided

- Radio 203: Airtime Operator Training Workshop
- Airtime Operator Handbook; a step-by-step guide
- A trial period in which you will have the opportunity to familiarize yourself with the system, prior to being assigned a production time slot in the online schedule
- Access to a computer with Internet is available in the station flex room; time can be booked off using our online calendar

Hours and working conditions

- 1-2 hours a week
- Weekly commitment
- Work done alone

Responsible for supervising

Not applicable

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>