



Volunteer Role: Radio Operator

Reports to: Chief Operator and Staff

Hours: (1) 2-4 hour shift per week, weekdays at 10am

Primary Purpose:

- To help with day to day operations for XRAY.fm including but not limited to assisting with traffic and handling audio assets for air, performing systems checks and editing audio pieces for airplay.

Essential Duties and Responsibilities:

- Operate the board during designated times to ensure that XRAY is on air and broadcasting program material as designated by our staff and programming lead.
- Upload traffic and audio assets as directed by staff during your volunteer shift. Program and monitor automation schedule.
- Performs systems checks and logs activity as directed by our Chief Operator or station management
- Performs airchecks to ensure that broadcast material meets XRAY's standards for quality and compliance.

Other Duties and Responsibilities:

- Read, record and edit audio, including program materials and other interstitial materials to assist the operations of XRAY.fm.
- Other operations tasks as deemed necessary by staff.

Minimum Qualifications and Experience:

- Must complete the FCC training and Radio Operator training offered by XRAY.fm to be certified for this position.
- Must be willing to learn how to use Adobe Audition or equivalent DAW
- Must sign and understand the XRAY.fm *Host Agreements*

This position is a volunteer role with XRAY.fm and is not eligible for compensation nor does it constitute a position on staff at XRAY.fm

