

I. BASIC INFORMATION

POSITION TITLE: Director of Technology
DEPARTMENT: Technology/Engineering
SUPERVISOR'S TITLE: President & CEO
SALARY CLASSIFICATION: Exempt
HOURS: Full-time (40 hours per week)

II. PURPOSE OF POSITION

Develop, implement and manage multi-platform technology solutions for creation and distribution of television and radio and other public media content across current and emerging platforms.

III. BASIC DUTIES/RESPONSIBILITIES

- Manage day-to-day operations of the Engineering department including master control. This includes making sure coverage for master control operations and on-call schedules are prepared in a timely manner.
- Establish procedures and standards for the operation and maintenance of transmitters, station equipment and technical software.
- Train workers in diagnosing causes of equipment failures and returning to operational status.
- Coordinate the acquisition and installation of new and repaired station equipment.
- Understands and trains staff on proper safety regulations (OSHA & TOSHA) relative to all engineering operations.
- Stays updated and informed about current regulations proposed by the Federal Communications Commission. Works with WKNO's FCC attorney on regulatory issues, compliance and required filings.
- Understands the requirements regarding the Emergency Broadcasting System.
- Help prepare grants and proposals for new technical equipment implementation.

- Work with the TV production department and FM operations to make sure their needs are met for equipment and maintenance.
- Develop and monitor technical quality control procedures and standards.
- Manage IT staff and service providers assuring maximum “on-line” time for station networks, servers, and phone systems.
- Manage building functions such as the HVAC, fire suppression systems and building security (access control).
- Responsible for leases for tower, transmitter buildings and ITFS rental.
- Participates in national engineering organizations for PBS and NPR stations.
- Works with other Tennessee public television stations via TPTC organization on statewide initiatives like the IRIS statewide network.
- Prepare and oversee annual department budgets.

IV. MINIMUM JOB SPECIFICATIONS

- Bachelor’s Degree in Broadcast Engineering or similar degree, plus 7-10 years of technical experience in the broadcasting industry.
- Strong background in broadcast equipment maintenance.
- Excellent organizational and managerial skills.
- Excellent verbal and written communication(s) skills
- Well versed in computers and software.
- Ability to work flexible hours and be on-call for station emergencies.

Submit your cover letter and resume to Deb Smith at dsmith@wkno.org.
No phone calls please.