

Technical and IT Support Officer (18.75 hours per week)

Main Function

To ensure that the station remains on air/online at all scheduled times and to provide technical support for station volunteers.

Key Responsibilities of the post

PROGRAMMING & TECHNICAL

- ensuring the station remains on air/online at all scheduled times;
- performing maintenance and upgrades of computers, network and equipment, and ensuring that all systems are fully functioning;
- highlighting, reporting and addressing any transmission issues;
- providing technical and production support of outside broadcasts;
- receiving and following up system alarms and support calls from members and, when reasonable, endeavouring to assist them;
- providing technical assistance and training to programme makers, presenters and volunteers;
- editing, podcasting and scheduling of programmes
- supporting the development and service of the station's website, social media;
- supporting the production of programmes, advertising, community notices and broadcast features are produced to suitable standard;
- Administrating of schedules and archiving of all broadcast material
- Troubleshooting problems in the operation of the station.
- General administration and documentation
- liaising with and accepting direction from the Station Manager.

While all members of staff have individual job descriptions they are required to collaborate with all other staff. She may be expected to work in different locations and to undertake other duties from time to time including occasional weekend work.

Essential Knowledge, Skills & Experience

- Good knowledge of computers and networks
- Good knowledge of sound-engineering and radio broadcasting equipment
- Good knowledge of audio editing software e.g. Audacity, Adobe Audition
- Problem solving attitude with ability understand technical manuals
- Excellent organisational skills
- Good communication skills including ability to deal with a wide range of needs
- Ability to work on own initiative and prioritize own work to meet agreed objectives
- Ability to work as part of a team

Other duties and workloads may be assigned or re-assigned from time to time
A full clean driving licence with access to own transport at all times is essential

This role is subject to funding continuation

Claremorris Community Radio is an Equal Opportunities Employer.