

## **Job Description**

### **Board Operators- Part time**

We are Liberman Broadcasting, Inc. ("LBI") a major Spanish Language TV and Radio Broadcaster, and we're looking for outgoing, hard working and creative individuals to join our Programming team. LBI is an Equal Opportunity Employer.

#### **Summary of essential job functions**

1. Ability to operate audio control board
2. Execute the programming format as designed by management
3. Maintain logs
4. Edit live spots
5. Perform various production duties and possible on-air communications to our listeners
6. Execute radio station promotional activities at event locations including set-up and take down tents, tables, sound system, etc.

#### **Minimum Requirements**

The successful candidate must be self-motivated, goal driven and creative, with the ability to multi-task in a fast paced environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All employees are expected to bring a positive attitude to the work place and be cheerful, cooperative and productive. In addition, the right candidate must have:

- Must have excellent communication and interpersonal skills
- Must also have basic knowledge of MS office products, i.e., MS Word and Windows environment.
- Must be able to work days/evenings/weekends/holidays
- Must be multitasking
- Bilingual (English/Spanish) a must.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

#### **Contact**

Interested candidates must submit a resume to: Liberman Broadcasting, Inc, 2410 Gateway Drive, Irving, TX 75063 Attn: Beatriz Peña, Radio Programming. / [www.lbimedia.com](http://www.lbimedia.com) / [bpena@lbimedia.com](mailto:bpena@lbimedia.com) / fax: (972)652-2142

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.