

Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State's Principles of Community to guide us in our educational mission.

All-Staff Responsibilities

All paid staff at KCSU have responsibilities that all staff must adhere to. Some of these include:

1. Hold regular office hours during weekdays from 8am-6pm
2. Have regular sometimes daily correspondence with the Station Manager, and General Manager through Slack, email, and in person
3. Have one on one meetings...
 - a. With station manager and general manager
 - b. With program director for content producers
 - c. With assistants/directors if applicable to department
4. Attend scheduled all-staff meetings
5. Have regular correspondence with your community (e.g. Local director talking to the Fort Collins art community, Sports Director talking to the CSU/Fort Collins high schools' sports teams)
6. Can either answer any questions about KCSU, or if not be able to direct whoever is asking to the correct person
7. Apply for works study before starting your position. If work study is unavailable, you must turn in the necessary paperwork within the first two weeks of starting work
8. Accurately track your hours each week
9. Uphold the KCSU Mission statement and imaging principles in everything they do.
10. Create and foster an inclusive, welcoming, and professional work environment.
11. Other duties as assigned
12. Listen to KCSU!

Broadcast Engineer

The Broadcast Engineer is responsible for the technical welfare of the station. They will be responsible for the complete and efficient running of the on-air components of the station, the web stream as well as additional technical aspects of the station including the hardware supplies, and some purchasing. In addition to maintaining the technology of the radio station, the Broadcast Engineer will also maintain some critical server environments of Student Media as a whole. This position reports directly to the General Manager and Station Manager.

The Engineer supervises throughout year:
Volunteers

The Engineer's Supervisors:
Station Manager, General Manager

Preferred Knowledge/Skills/Abilities

- Knowledge of networking and basic IT systems
- Have basic understanding of a technical facility including audio broadcasting/production
- Ability to quickly troubleshoot, repair, maintain, and install systems that facilitate the operation of the radio station
- Knowledge of audio/electrical wiring
- Ability to work independently and sometimes with little to no direction
- Able to innovate new ideas and improve on existing ideas that will improve the quality of the radio station
- Familiarity with researching technical purchases online
- Willingness to read manuals
- Willingness to create solutions that not only solve a problem, but solves it in a way that will improve the work of all KCSU staff and volunteers

Principal Duties and Responsibilities:

- Record transmitter logs at least 3X weekly
- Record EAS logs weekly
- While this is a technical position, the broadcast engineer must always practice quality customer service by responding to requests politely, explaining the situation to those who might not understand technology, and developing systems that are user friendly for everyone at the station.
- Conduct weekly walkthroughs of all KCSU rooms to take inventory and ensure everything is operating smoothly
- Keep a CLEAN organized engineering office and supply shelves
- Quickly diagnose problems with audio, applications, or hardware of the radio station and provide an alternative solution if needed to maintain uptime
- Maintain computers and hardware of the radio station to ensure that the station is constantly online, with as little down time as possible

- Recommend and/or install new hardware
- Be on call 24 hours a day, 7 days a week, 365 days a year for technical emergencies
- Working closely with the General Manager and Station Manager to ensure the station continues to run properly
- Fixing all technical problems in an effective and efficient manner
- Communicating on Slack with everyone at KCSU about tech updates for the whole station
- Communicating with the General Manager about any major changes
- Managing the TV monitor in the studio and keeping it up-to-date, working with promotions to troubleshoot and keep it running effectively
- Help manage equipment with the RMSMC Studio Operations Manager including RDS, headphones, microphones, video stream, CD players, and computers, and more
- Schedule remote content planning when the need arises for the station to run remotely.
- Practice impeccable time management: some weeks you will be lacking on to-dos and some weeks you will be overloaded, but there are always technical improvements that need to be made.
- Maintain the KCSU inventory document
- Learn the WASP equipment management system

The mission of KCSU is to train students to collaboratively operate a radio station that delivers and creates content that informs and inspires our listeners.