**JOB DESCRIPTION FOR RADIO STATION ENGINEER**

**Company Overview:**

Galway Bay FM, the Sound of Galway, is an independent local radio station, which operates under a licence from Coimisiún na Meán. Established in 1989, the station broadcasts from its studios in Sandy Road, Galway, serving Galway City and County.

**Job Overview:**

The Station Engineer is responsible for ensuring the proper operation of all station facilities, including control systems, audio routing and playback systems, studios, all related equipment in the on-air, production and transmission process and transmission.

**Job Responsibilities:**

In general, your tasks will include:

* Managing all equipment to ensure it is performing optimally and is maintained in line with requirements
* Maintaining broadcast equipment, particularly on Wheatstone systems
* Supporting the RCS Zetta and RCS GSelector systems.
* Providing support for all OB’s to ensure connectivity quality broadcasts.
* Being the first point of call for minor IT issues and liaise with our external IT support on managing larger, more technical issues.
* Providing support for the Digital and Social Lead managing the station social media accounts, i.e. Tik Tok, Instagram and Facebook and creating content as required using Canva and the full Adobe suite
* Supporting commercial production, including recording, mixing and production of client commercials.
* Automating, where possible, our current systems to minimise on-site time and allow external access for addressing issues that may arise.
* Developing proposals for improving the technical aspects of the station

**Qualifications:**

A qualification in broadcast engineering is a requirement.

**Skills and Abilities:**

The successful candidate’s skills and abilities should include:

* Extensive knowledge of Windows 7, 10 & 11 with the ability to resolve day-to-day IT problems, in conjunction with the companies external IT Support.
* Extensive knowledge of broadcast equipment, particularly Wheatstone systems.
* Proficient in the use of RCS Zetta and RCS GSelector.
* Experience with outside broadcasting.
* Comfortable around a radio station Apps room with an ability to provide support to fix issues that arise.
* A working knowledge of commercial production.
* Excellent knowledge of Adobe Audition.
* Capable of working well in a fast-paced environment.
* Ability to learn quickly if they are unfamiliar with equipment of issues that arise.
* Proven experience in managing successful TikTok, Instagram and Facebook accounts.
* Demonstrable knowledge of social media trends, especially on TikTok and Instagram.
* Strong content creation skills, with apps like CANVA, Full Adobe suite
* Excellent Graphic Design/Video Editing/Videography/photography skills with the ability to support to the Digital and Social Lead
* Oversee the updates for internal and external website marketing materials to ensure our digital presence is current and reflects our brand accurately.