

NOTICE

NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



POSITION: **Technical Director / Chief Engineer**
Search #0150JUN
Full-time, Professional Contract Search

DEPARTMENT: **Yellowstone Public Radio - KEMC**

DATE TO START: As soon as possible after closing

STARTING SALARY: Commensurate with education and experience

MONTANA STATE UNIVERSITY BILLINGS is the third largest University in Montana located in the largest city in Montana. The East campus and College of Technology together are home to approximately 5,000 students. With six colleges being a part of the campus, the University offers a wide variety of degree programs to its students. Montana State University-Billings also employs around 500 employees, who together work hard to create an outstanding University for both students and employees.

BILLINGS is a city of 120,000 people located between rugged mountains and sweeping plains. It is the medical, transportation, commercial, and business center for a large geographic region. Cultural attractions include museums, theatrical productions, and a city symphony. Year-round recreational opportunities are abundant.

POSITION DESCRIPTION:

Yellowstone Public Radio (YPR) is a region-wide public radio service licensed to Montana State University Billings, broadcasting 24 hours daily to a large portion of central and Eastern Montana and northern Wyoming. Primary signal originates at Joseph S. Sample Studios (KEMC-FM) in Billings, with additional studio space in Bozeman, MT. KEMC-FM repeats on KBMC-FM (Bozeman), KPRQ-FM (Sheridan, WY), KYPR-FM (Miles

City), KYPC-FM (Colstrip), KYPF-FM (Stanford / Lewistown), and KYPW-FM (Wolf Point), as well as 26 translators in Montana and northern Wyoming.

The Technical Director / Chief Engineer manages all aspects of YPR's broadcast transmission and content delivery systems, including installation, maintenance, modification, and development of such systems. Furthermore, the Technical Director / Chief Engineer ensures compliance with all Federal, State, and University system regulations and policies pertaining to such transmission and content delivery systems and is responsible for the monitoring and evaluation of all in-house technical standards pertaining to such compliance.

This position reports to YPR's General Manager and is an employee of Montana State University Billings.

Duties and Responsibilities

- Plans, organizes, and directs YPR's engineering needs;
- As "Chief Operator," ensures compliance with FCC and other professional standards for technical operations;
- Performs regular evaluation of equipment to ensure OEM and manufacture specifications;
- Maintains technical data to support broadcast license requirements;
- Performs regular and necessary maintenance and repair (including documentation) on all broadcast equipment;
- Conducts installation and integration of broadcast transmission and content delivery systems as they become mandated/available;
- Conducts regular training and supervision for staff use of technical equipment;
- Supervises all remote productions;
- Monitors engineering expenditures;
- Provides relevant information for short and long-term budget planning;
- Provides technical data and relevant information for grant proposals; and
- Researches and implements future infrastructure upgrades and equipment phase-in as industry standards for transmission and content delivery systems evolve.

REQUIRED QUALIFICATIONS:

- Valid and Insurable driver's license.
- Bachelor's degree in electronics engineering, broadcasting, or related field AND three years experience in broadcast equipment, system design, repair, and installation, OR any combination of relevant education and experience totaling six years in which comparable knowledge and abilities are demonstrated.
- Comprehensive knowledge of the principles and practices of broadcast engineering, including government regulations.
- Knowledge of principles of digital and analog communications systems.
- Knowledge of the usage, design, repair, maintenance, and installation of technical broadcast systems.
- Proficiency with computer operating systems in a broadcast environment.
- Ability to communicate effectively with station and university staff, broadcast and telecommunication industries, and the general public.
- Ability to work evenings, weekends, and irregular hours as required, and travel to tower locations on short notice and in varying weather conditions.

PREFERRED QUALIFICATION:

- Knowledge of the public radio standards and practices.

REVIEW DATE: Applications received by **June 29, 2010** will be given preference review; however, the position is open until filled.

APPLICATION PROCESS: Submit **1.) a Letter of Application** addressing the above qualifications **2.) a Resume**, **3.) a List of three (3) professional references** including names, addresses, and phone numbers and **4.) a Authorization for Background Check Form** to:

YPR Engineer Committee
Human Resources/EEO-AA Office
Montana State University-Billings
1500 University Drive
Billings, MT 59101-0298
Phone: (406) 657-2278 FAX: (406) 657-2120
employment@msubillings.edu

Criminal Background Investigation is required prior to Offer of Employment.
(In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the MSU Billings Crime Statistics of Specified Crimes is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, McMullen Hall, Rm 310.

MONTANA STATE UNIVERSITY-BILLINGS IS AN ADA/AA/EEO EMPLOYER. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodations (406/657-2278/TTY).