

Technical Director

Paid Staff

Supervision

The incumbent shall report to the Station Manager.

Purpose

The purpose of this position is to provide advice, leadership, training, technical support, and maintenance on the organization's technical equipment and systems to the staff and board of Scarborough Campus Community Radio.

Responsibilities

Capital Projects

- Make recommendations to the Station Manager and Board of Directors regarding new technical equipment, technical projects and upgrades to existing technology
- Lead major projects to implement new technology and upgrade existing technology, and act as the main point of contact for these projects

Training and Orientation

- Assist with the planning and delivery of training on booth equipment, production room facilities, on-site PA equipment, event equipment, and computers

Technical Support

- Troubleshoot problems with Fusion Radio equipment including computers and networks, booth equipment, event equipment, etc.
- From time to time, provide on-site technical assistance at Fusion Radio events
- Respond to emergency work needed at the station in the event of serious technical issues

Maintenance and Monitoring

- Maintain Fusion Radio's technical systems including servers, the music stream, the security system, and other related systems
- Monitor the organization's technical systems to prevent failures and identify necessary replacements or repairs
- Help to inventory Fusion Radio's technical equipment and maintain appropriate documents associated with that equipment

As well as other related activities that may from time to time arise.

Time Commitment

Approximately 15-20 hours per week.

Requirements

Skills

- Able to communicate effectively both verbally and in writing
- Able to effectively manage own time and the time of others
- Able to use critical thinking to evaluate arguments and make decisions
- Able to work independently with minimal supervision
- Able to prioritize problems according to their level of impact on the organization, and to address problems appropriately according to this prioritization

Knowledge

- Strong working knowledge of audio & PA equipment
- Strong working knowledge of Windows-based computer systems, networking, and productivity software (including Microsoft Office)
- Knowledge of Mac computer systems is an asset
- Knowledge of iMedia radio broadcasting software (or similar) is an asset

Other attributes

- Good-natured, cooperative attitude
- Honest and ethical
- Careful about detail and thorough completing tasks
- Reliable, responsible, and dependable
- Sensitive to the needs and feelings of others
- Willingness to take on responsibilities and challenges

Training and Development

- General orientation about the nature and purpose of Fusion Radio and the position
- Specific on-the-job training about Fusion Radio's technical equipment and organization
- Potential for continuing education
- Potential for conference attendance
- Potential to move into other areas of the organization including management roles